AFFIRMATIVE ACTION PROGRAM

Executive Order 11246, as amended
Section 503 Rehabilitation Act of 1973, as amended
and
38 U.S.C. 4212 Vietnam Veterans Readjustment Assistance Act of 1974,
as amended

For the period of:

July 1, 2013 to June 30, 2014

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Human Resources Director
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Historia:

Los Padres Dominicos llegan a la isla en el siglo XVI, iniciando su labor educativa a través de seminarios y casas de formación. En opinión de algunos historiadores, a ellos se debe la primera universidad en América establecida en lo que hoy es sede del Instituto de Cultura Puertorriqueña.

La Universidad Central de Bayamón fue fundada en 1961 por los Padres Dominicos como un colegio regional de dos años de la Universidad Católica de Puerto Rico hoy Pontificia Universidad Católica de Puerto Rico. Hasta el 1970 fue una institución que otorgaba grados asociados y que ofrecía cursos de primer y segundo año y algunos cursos restringidos de tercer año de universidad, todos transferibles al campus principal o cualquier otra institución que ofreciera el grado de bachillerato en cuatro años.

El 15 de abril de 1970, la Junta de Síndicos de la Universidad Central de Bayamón decidió por unanimidad obtener autonomía y acreditación independiente para la institución y, al efecto, se aprobó por unanimidad dirigirse al Consejo de Educación Superior para iniciar los trámites correspondientes.

El 27 de junio de 1970, se decidió ofrecer el tercer y cuarto año en los cursos de bachillerato.

El 15 de julio de 1970, se anuncia al estudianatado y padres de los estudiantes que a partir de agosto de 1970 también se ofrecerían todos los cursos de bachillerato.
El 1 de septiembre de 1970, se firmó un acuerdo con la Universidad Católica de Puerto Rico en la residencia del Arzobispo Luis Aponte Martínez estableciendo la autonomía de la Universidad Central de Bayamón.

El 3 de septiembre de 1970, se firmó un documento ante la Middle States Association of Colleges and Schools (agencia acreditadora regional) entra la Universidad Católica de Puerto Rico y la Universidad Central de Bayamón, reconociendo oficialmente la independencia de la Universidad Central de Bayamón, Inc.

El 15 de septiembre de 1970, se cambió el antiguo nombre de Universidad Católica de Bayamón por el de Universidad Central de Bayamón, Inc.

Durante sus casi cuarenta años de historia ha proseguido sus estudios y se han graduado en la Universidad Central de Bayamón un número sustancial de hombres y mujeres que han obtenido grados más altos en otras instituciones y actualmente ocupan posiciones de distinción en la industria, el comercio, la educación y en distintas profesiones.

UNIVERSIDAD CENTRAL DE BAYAMÓN is proud to be an Equal Employment Opportunity Employer and takes affirmative action to employ Women, Protected Veterans, People with Disabilities and Minorities.
Confidentiality Notice to the OFCCP


This Affirmative Action Program is the property of UNIVERSIDAD CENTRAL DE BAYAMÓN and it is loaned to the Office of Federal Contract Compliance Programs, along with certain other materials requested by the OFCCP, on the condition that the government holds them totally confidential and not releases copies to any person.

Pursuant to 5 U.S.C. Sec. 552, UNIVERSIDAD CENTRAL DE BAYAMÓN asserts that at least certain sections, exhibits, and compliance investigation files are exempt from the Freedom of Information Act (FOIA) disclosure provisions. Disclosure of AAP Sections IV and VII [for “Identification of Problem Areas” and “Establishment of Goals”] and Exhibits determining adverse impact, supporting information of employment activity, Progress towards Goals and numbers of exhibits for Workforce, Job Group, Availability, Utilization/Goals], and the compliance investigation files would injure the business and financial position of the contractor, and would constitute an unwarranted invasion of the privacy of its employees. Disclosure of the above information would also reveal valuable trade secrets and confidential commercial and financial information." Notice is hereby given of a request pursuant to the regulations of the OFCCP that this AAP be kept confidential.

UNIVERSIDAD CENTRAL DE BAYAMÓN does not consent to the release of any information whatsoever contained in this Affirmative Action Program under the FOIA. If the OFCCP or any other federal agency is considering a request to release any portion of this AAP under the Freedom of Information Act, UNIVERSIDAD CENTRAL DE BAYAMÓN asks that the government immediately notify Elaine Núñez, Human Resources Director and EEO Officer, of any and all Freedom of Information Act requests received by the government or any other contemplated release of this AAP or any other information obtained by the government from UNIVERSIDAD CENTRAL DE BAYAMÓN

NOTE: The term “Affirmative Action Program” or “AAP” includes its supporting appendixes, exhibits, documents, data, and all materials provided by UNIVERSIDAD CENTRAL DE BAYAMÓN to the OFCCP or other governmental agency.
UNIVERSIDAD CENTRAL DE BAYAMÓN

TABLE OF CONTENTS

Section

I. Commitment to Equal Employment Opportunity & Policy
II. Designation of Responsibility
III. Identification of Problem Areas
IV. Action-Oriented Programs
V. Internal Audit and Reporting Systems
VI. Placement Goals
SECTION I

COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY

UNIVERSIDAD CENTRAL DE BAYAMÓN

REAFFIRMATION OF EEO POLICY

It has been, and will continue to be, the policy of UNIVERSIDAD CENTRAL DE BAYAMÓN to be an equal opportunity employer. I reaffirm the commitment of UNIVERSIDAD CENTRAL DE BAYAMON's as President to equal opportunity. At UNIVERSIDAD CENTRAL DE BAYAMÓN we will endeavor to ensure that we treat employees and applicants in all aspects of employment without regard to race, color, religion, national origin, sex, disability or veteran's status. In addition, we maintain affirmative action plans relating to the employment of women, individuals with a disability, and covered veterans as provided by applicable laws. Employees and applicants at this establishment may make an appointment to inspect portions of our affirmative action plans by contacting their supervisor Elaine Núñez, Human Resources Director, during normal business hours.

While I maintain overall responsibility for the implementation of the Equal Opportunity Policy at UNIVERSIDAD CENTRAL DE BAYAMÓN, I have delegated its management responsibilities to Elaine Núñez, Human Resources Director.

Lillian Negrón-Colón, Ph.D.
President
SECTION II

DESIGNATION OF RESPONSIBILITY
41 CFR 60-2.17(a)

The person responsible for implementation of the Affirmative Action Program is Elaine Núñez, Human Resources Director, who will report to the President, who has the overall responsibility of the Program.

The EEO Officer receives the necessary management support and staffing to carry out these responsibilities. They may be reached at (787) 786-3030.

A. EEO Officer Responsibilities

1. Developing policy statements, affirmative action programs, and internal and external communication techniques.

2. Identifying problem areas.

3. Assisting in arriving at solutions to problems.

4. Designing and implementing auditing and reporting systems that:
   a. Measure the effectiveness of the EEO programs;
   b. Indicate any need for remedial action; and
   c. Determine the degree to which UNIVERSIDAD CENTRAL DE BAYAMÓN's goals and objectives are being carried out.

5. Serving as liaison between UNIVERSIDAD CENTRAL DE BAYAMÓN and enforcement agencies.

6. Keeping management informed of the latest developments in the equal opportunity area.

7. Meeting with managers and supervisors to make certain that UNIVERSIDAD CENTRAL DE BAYAMÓN's EEO policies are being followed.

8. Ensuring that female staff members are encouraged and afforded a meaningful opportunity to participate in all present and future educational, training, recreational and social activities sponsored by UNIVERSIDAD CENTRAL DE BAYAMÓN, and that all facilities, such as lockers and rest rooms, are comparable for both sexes.
9. Developing procedures and counseling staff members to ensure that all are hired, promoted, transferred and disciplined without regard to race, color, religion, sex, national origin, mental or physical disability or veteran status.

The Human Resources Department will assist the EEO Officer by providing support in all areas of responsibilities.

B. Duties of Line Management

The duties of supervisors and managers at UNIVERSIDAD CENTRAL DE BAYAMÓN include:

1. Assisting Human Resources in the identification of problem areas and in the establishment of applicable organizational unit goals and objectives.

2. Preventing harassment of employees on account of race, color, religion, sex, or national origin.

3. Reviewing the qualifications of all employees to ensure that protected group members are given full opportunities for transfers, promotions, and training.

4. Discussing with employees the company EEO Policy and refer any employee’s issues to the Labor Relations area.
SECTION III
IDENTIFICATION OF PROBLEM AREAS
41 CFR 60-2.17(b)

The terms "utilization analysis," "underutilization," "deficiency," and "problem area," appearing in this chapter are terms UNIVERSIDAD CENTRAL DE BAYAMÓN is required by government regulations to use. The criteria used in relation to these terms are those specified by the government. These terms have no independent legal or factual significance. Although UNIVERSIDAD CENTRAL DE BAYAMÓN will use the terms in total good faith effort in connection with its AAP, such use does not necessarily signify that the UNIVERSIDAD CENTRAL DE BAYAMÓN agrees that these terms are properly applied to any particular factual situation. This is not an admission of non-compliance with EEO laws, regulations and objectives.

Whenever the term "goal" is used, it is expressly intended that it should not be used to discriminate against any applicant or employee because of race, color, religion, gender, or national origin.

Based on analyses of each job group, areas of concern have been identified and discussed along with proposed corrective actions to bring the level of utilization up to availability if applicable. In each case where possible underutilization has been identified, affirmative steps will be taken as appropriate, consistent with any of the action-oriented programs.

UNIVERSIDAD CENTRAL DE BAYAMÓN has prepared the underutilization analysis and has placed goals at least equal to the availability figure derived for women, as appropriate for that job group.

We have evaluated our personnel activity by performing the analyses of selection decisions as required by The Uniform Guidelines on Employee Selection Procedures pursuant to 41 CFR 60-3.

UNIVERSIDAD CENTRAL DE BAYAMÓN seeks to ensure that personnel activities, such as, recruitment, selection, training, compensation, benefits, discipline, promotion, transfer, demotions, and terminations remain free of illegal discriminations based on gender and disability or veteran status.
SECTION IV

ACTION-ORIENTED PROGRAMS
41 CFR 60-2.17(c)

In our endeavor to achieve our Mission and Values, UNIVERSIDAD CENTRAL DE BAYAMÓN is undergoing a restructuring process, moving towards the alignment of its organization at an international level.

In a continuous effort to eliminate identified problem areas and achieve established goals and objectives, UNIVERSIDAD CENTRAL DE BAYAMÓN implements programs designed to enhance the utilization of women, including but not limited to the following actions:

1. Review position descriptions to make certain they are accurate, the experience and other qualifications stated are free of inadvertent bias, thereby establishing a consistent standard for selection from among all candidates for employment or promotion.

2. Post jobs with the state employment service and, if we identify a women's organization that can serve as a referral base for qualified women in underutilized areas, establish a linkage and referral system with them.

3. Include an approved EEO tag line and or statement in all recruitment advertising.

4. Deal with EEO committed employment agencies that provide a diverse pool of candidates for consideration.

5. Monitor hiring and promotion activities to ensure that equal opportunities are given to women.

6. When a vacancy arises, the company first attempts to fill openings through internal selection considering qualified candidates in promotable and transferable positions. Thereafter, we consider external sources. All candidates identified receive consideration without regard to their gender.

7. Provide training to develop our personnel according to their job.

8. Seek new opportunities to provide better and competitive benefits for our employees.
UNIVERSIDAD CENTRAL DE BAYAMÓN develops and executes action-oriented programs designed to correct any problem areas identified pursuant to CFR 60-2.17 (b) and to attain established goals and objectives. In order for these action-oriented programs to be effective, UNIVERSIDAD CENTRAL DE BAYAMÓN ensures that they consist of more than just following the same procedures, in order to provide a better outcome. Furthermore, UNIVERSIDAD CENTRAL DE BAYAMÓN has made good faith efforts to remove identified barriers, expand employment opportunities, and produce measurable results.

Recruitment

UNIVERSIDAD CENTRAL DE BAYAMÓN takes affirmative actions to recruit qualified women not currently in the workforce but having the bonafide requirements to perform the jobs. UNIVERSIDAD CENTRAL DE BAYAMÓN establishes outreach efforts with the following agencies:

Oficina de Veteranos
Condominio Medical Center Plaza
Suite LC 8A 9-10, Urb. La Riviera
Río Piedras PR 00921
Fax- 749-4416

Lcda. Aída Figueroa
Consejera en Rehabilitación
SER de Puerto Rico
PO Box 360325
San Juan PR 00936-0325
Fax: 787-772-7462

Mrs. Rina Crespo
Subdirectora de Recursos Humanos
Depto. del Trabajo
P. O. Box 195540
San Juan, PR 00919-5540
E-mail - rcrespodtrh.pr.gov
Fax - 787-754-5865

Mrs. Marta N. Meléndez De Jesús
Análisis de Recursos Humanos
Univ. Sagrado Corazón
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Mrs. María Rivera Vélez
Directora Recursos Humanos
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E-mail - maria.rivera@ucaribe.edu

Sr. Iván Díaz
Procurador
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National Guard
Oficina de Recursos Humanos
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UCB  
• Directores de Colegios  
• Asistentes Administrativas  
• Tablones de expresiones  
• Vía E-mail  
• Clasificados Online (periódico)
SECTION V

INTERNAL AUDIT AND REPORTING SYSTEMS
41 CFR 60-2.17(d)

The EEO Officer is responsible for the design and implementation of the auditing and reporting system. This system provides for:

1. Maintaining accurate records on all applicants, hires, job posting, internal selections (promotion, demotion, or transfer) and terminations by gender.

2. Reviewing all selection, promotion, and training procedures to ensure that they are non-discriminatory.

3. Monitoring progress towards established goals, providing feedback to management on numbers of opportunities and numbers/percent of selections of women into Job Groups with goals, and comparing selection rates to the established goals.

4. Informing management at least annually about the effectiveness of the policy and recommendations for improvements, if any.