



**FCC Equal Employment Opportunity (*EEO*) AUDIT
FOR WRUO-FM EMPLOYMENT UNIT- Facility ID 69434**

EEO AUDIT RESPONSE

INTRODUCTION

WRUO-FM serves as a chain broadcaster (repeater radio station) to extend the range (of transmissions) of the main station, WRTU-FM, to the western area of Puerto Rico. The commonly owned stations are known as Cadena Radio Universidad de Puerto Rico (WRTU 89.7 FM, San Juan, and WRUO 88.3 FM, Mayagüez) and are licensed to the University of Puerto Rico (UPR). The Units are part of the Faculty of Communication and Information at the Río Piedras Campus.

There are no personnel stationed at WRUO-FM. All the unit's activities are run from the main station, WRTU-FM, which also serve as a practice and educational center for future communications professionals.

As per the public notice published by the Federal Communication Commission (FCC) on August 19, 2022 (News Media Information 202-418-0500), WRUO was selected to render the following Equal Employment Opportunity (EEO) 2022 audit report.

An extension of the deadline for the report and audit to November 30, 2022, was issued by Lynn Kalagian-Jones, an EEO Specialist with the FCC, in an email communication on September 23, 2022. This determination was in response to the effects on the electrical infrastructure, communications and flooding caused by Hurricane Fiona throughout Puerto Rico that occurred on and after September 21, 2022.

We have provided attachments in both their original Spanish and in Google Translated English, where applicable. Please note that the English translations are produced via Google Translate and may not be perfect reproductions of the Spanish originals but are provided herein for the convenience of FCC staff.

STATEMENT

Radio Universidad abides by State and Federal laws and by the University of Puerto Rico (UPR) policies and regulations. Certification #58 (2004-2005) establishes the policy of the UPR regarding discrimination:

“The University of Puerto Rico prohibits all discrimination in education, employment and in the provision of services for reasons of race, color, sex, birth, age, origin or social condition, ancestry, marital status, ideas or religious or political beliefs, gender, sexual preference, nationality, ethnic origin, veteran status of the Armed Forces, or physical disability. This Antidiscrimination Policy extends to all functions and activities of the University of Puerto Rico and the institutional units that make up its system, such as employment and job selection, educational programs, services, admissions, and financial aid, among others. This Policy is effective immediately and repeals or nullifies any other certification, policy, regulation or regulatory provision of any kind that is contrary to it.”

2.(b)(i). Most Recent EEO Public File Reports

The Unit's two most recent EEO Public File Reports were filed on FCC online public inspection file: WRUO-FM (ID 69434) EEO file for 2020-2021 was filed on FCC Website on 11/10/2021 at 11:14 AM <https://publicfiles.fcc.gov/fm-profile/wruo/home/additional-documents#docs>. WRUO-FM (ID 69434) EEO file for 2021-2022 was filed on FCC Website on 11/14/2022 at 1:11 <https://publicfiles.fcc.gov/fm-profile/WRUO/equal-employment-opportunity-records/additional-documents/eo-public-file-reports/0a170ed5-27a1-d7e2-fc8c-2de603dd2bc7>. Copies are included in Attachment A.

2.(b)(ii). Unit's Website Filing

The most recent EEO Public File Reports are also posted on the Station's website <http://www.wrtu.pr/sobrenosotros/communicationsact/>.

2.(b)(iii). For each of the Unit's full-time positions filled date of hire... dated copies of all advertisements, announcing the position, as described in section 73.2080(c)(5)(iii).

As a unit within the Río Piedras Campus of the University of Puerto Rico (UPR), Radio Universidad is also governed by the rules and regulations established by the Office of Human Resources and the Office of the President of the University of Puerto Rico.

The Human Resources Office of our campus has certified ¹:

“...The UPR has Recruitment Rules for non-teaching staff, collective bargaining agreements for the different union organizations, certifications and circular letters issued by the President of the University to manage the selection of personnel.

¹ Certification issued by Yesenia González on October 20, 2022.

The Serial R-2021-07, issued by the then President Dr. Jorge Haddock, amended the Uniform Application Guidelines for Personnel Actions at the UPR as part of the measures designed for fiscal control. The directive upholds some fiscal controls that regulate the measures taken to examine wages, benefits, seniority practices, promotions, and selection techniques.

Regarding the employment announcements for probationary positions, the Campus has not published them since 2016, due to the fiscal situation that the institution faces.

The special, temporary and substitute personnel appointment authorized in the Campus are covered with internal personnel that meets the requirements established by the Recruitment Norms.”

See Attachment B (“HR Certification”).

Positions Filled

During the reporting year 2020-2021, a total of 3 positions were filled. The lack of available human resources was aggravated during the critical period of the pandemic caused by COVID-19 and resulted in the urgent need to hire a News Reporter on April 2021. The hired employee had recently graduated from the then School of Communication at the University of Puerto Rico and had been part of a Radio Universidad de Puerto Rico initiative that encouraged the participation of students enrolled on journalism for radio and television course in the News Department. This proposal was submitted to the School of Communication on April 21, 2020, by the former Station General Manager. Based on this initiative, when the urgent need to hire emerged, the professor in charge of the course recommended the outstanding former student for the position. Attachment C is a redacted copy of the employee’s contract.

In September of 2021, a News Director and a General Manager were hired. The announcement for both positions were made public on “El Nuevo Día” a local wide-range newspaper on July 18, 2021. See Attachment D. As a result of the announcement, three (3) applications were received for the position of News Director and three (3) for General Manager. All candidates were interviewed.

During the reporting year 2021-2022, the Unit hired an Administrative Assistant IV pursuant to the University's established rules and regulations which govern the recruitment procedure at Radio Universidad. The Unit requested candidates from the Human Resources Office for the position, rather than recruiting more widely after the incumbent accepted a temporary appointment in the Dean’s Office of the Faculty of Communication and Information.

When the position became vacant, the Human Resources Office sent two lists certifying the eligible candidates for the position in accordance with University regulations, because they belong to the appropriate unit of the Brotherhood of Exempt Non-Teaching Employees of the UPR. Promotions are also certified according to these regulations. During the hiring process for this position, the Human Resources Office of the campus applied Serial R-2021-07 Amendment -

Uniform Application Guidelines for Personnel Actions in the UPR as Part of the Directed Measures for Fiscal Control, issued by then President Dr. Jorge Haddock. *See Attachment K* (the “Guidelines”).

The Guidelines govern which personnel actions Directors may take, including hiring teaching and non-teaching staff. Some positions can only be filled with approval from the University’s President, while others can be hired without such approval. The Administrative Assistant VI position did not qualify under the Guidelines to be published more widely because it was considered a substitute, so it was simply hired internally through HR. The Exempt Non-Teaching Personnel of the University of Puerto Rico of the Brotherhood of Exempt Non-Teaching Employees of the UPR (HEEND) and its collective bargaining agreement, however, did apply to the position.² Accordingly, hiring for the position was conducted in accordance with that agreement, which prioritized promoting current employees as well.

The station ultimately requested two rounds of candidates. In the second round of candidates, three (3) were interviewed and a candidate was hired. The employee started in the position on May 2, 2022. *See Attachment E*, which is a redacted copy of employee’s contract.

UPR also notes that, as recently as November 17, 2022, the Guidelines were amended through Serial R-2223-13 of the current president Dr. Luis A. Ferrao, allowing hiring ads for substitutes and seasonal workers to be more widely published. This situation should not arise again in the future due to this amendment.

2.(b)(iv). As required by section 73.2080(c)(5)(v), the total number of interviewees for each vacancy and the referral source for each interviewee.

The 2020-2021 annual report states that the Human Resources Office was the recruitment source that referred the hired employees to the positions of News Director and General Manager. The Human Resources Office authorized the announcement that was published in El Nuevo Día newspaper. A total of six candidates who responded to the announcement for both positions were interviewed.

The following is a list of all full-time job vacancies filled by Radio Universidad (WRTU-FM / WRUO-FM) during the 2020-2021 report:

² *See* Convenio Colectivo, HEEND (2021), <http://heendupr.com/wp-content/uploads/2021/04/Convenio-Colectivo-2018-2021.pdf>

Position Title	Date Position Filled	Recruitment Sources Used	Number of Interviewees Referred	Recruitment Source that Referred the Hiree
News Reporter	April 2021	External	1	School of Communication Director UPR- RP
News Director	September 2021	External	3	El Nuevo Día
General Manager	September 2021	External	3	El Nuevo Día

Total number of vacancies filled during the reported period: 3

Full-time job vacancies filled by Radio Universidad (WRTU-FM / WRUO-FM) during the **2021-2022** report:

Position Title	Date Position Filled	Recruitment Sources Used	Number of Interviewees referred	Recruitment source that Referred the Hiree
Administrative Assistant IV	May 2, 2022	INTERNAL	2	University of Puerto Rico, Río Piedras Campus – Human Resources Office

Total number of vacancies filled over 12-month period: 1

2.(b)(v). Dated documentation demonstrating performance of the Unit's recruitment initiatives described in section 73.2080(c)(2) during the period covered by the above-noted EEO Public File Reports, such as participation in job fairs, events with educational institutions, and mentoring or training programs for staff...

As previously stated, there are no personnel stationed at WRUO-FM. All the Unit's activities are run from the main station. WRTU-FM has fourteen (14) full-time employees. The total population of the area in which the broadcasting chain operates is estimated at 2,447,128, while WRUO's population estimate is 348,166.³ As required by sections 73.2080(c)(2) and (e)(3) of the Commission's rules, the Unit is required to perform four points worth of initiative activities within a two-year period.

The following is a description of the initiatives in which the station participated during reporting year 2021-2022:

TRAININGS

For the reporting year 2020-2021, the Center for Academic Excellence (CEA), part of the Dean of Academic Affairs Office at the Río Piedras Campus – an academic and professional development unit for teaching staff, teaching staff in administrative positions, students, and non-teaching staff – offered an on-line training program on Bill 238 of 2004 known as the Bill of Rights for People. The Unit's administrative staff requested personnel to complete the online module as this course allows the continued learning and development of inclusive culture within the personnel of the Unit, who constantly interact with a diverse group of people, including students for Radio Universidad as a practice center for future communications professionals. Attachment F is a copy of two certificates and copy of the training module successfully taken by management level employee Nilka M Falu Sanchez, Guidance/Orientation Officer:

UPRRP Online Training CEA-L238-03

October 2020 through September 30, 2021

Ley 238 del 31 de agosto de 2004: Cuando el Impedimento no se ve, Retos y Oportunidades.⁴

UPRRP Online Training CEA-L238-04

October 2020 through September 30, 2021

Ley 238 del 31 de agosto de 2004: Estrategias de enseñanza y avalúo que atienden necesidades de estudiantes con diversidad funcional: educación diferenciada, un derecho de todos.⁵

³ Source: U.S. Census Bureau, Population Division, Annual Estimates of the Resident Population for Puerto Rico Municipios: April 1, 2020 to July 1, 2021, (PRM-EST2021-POP) <https://censo.estadisticas.pr/EstimadosPoblacionales>.

⁴ *Translated:* Law 238 of August 31, 2004: When the impediment is not seen, challenges and opportunities.

⁵ *Translated:* Law 238 of August 31, 2004: Teaching and assessment strategies that meet the needs of students with functional diversity: differentiated education, a right for all.

INTERN PROGRAMS

Responsibility for Implementation: María S. Colón, Radio Universidad Administrative Officer

Radio Universidad engages in volunteering, education internships and work-study programs to recruit students to train in the station and offer the student real workplace experience while becoming familiar with the Station's organization and work style. Our Administrative Officer recommends, recruits, supervises and prepares participant's payroll, when applicable.

During the current annual reporting year, the station provided hands-on experience to a total of nineteen (19) undergraduate and four (4) graduate students. The radio station's working environment complements their academic studies and provides them with the skills and competencies needed for broadcast employment. While at Radio Universidad, participants are immersed in a broad range of disciplines as they rotate through different departments and learn different tasks.

- Four (4) graduate students, part of the Internship Program, are developing research, newswriting or technical skills while working at the Programming, Development and News departments with graphic art designs, fundraising activities and news reporting.
- Twelve (12) undergraduate students from various faculties at the University are part of the Work-Study Program and support our station while working on program cataloging and distribution, disc ripping, metadata entry, program editing, news writing, news reporting, and general office work.

Throughout the report's period, our unit was also supported by seven (7) volunteers. Our News Department received one (1) undergraduate student that volunteered to work in news writing and production. Also, one (1) undergraduate volunteered to work with fundraising initiatives at the Development department. Likewise, four (4) undergraduate students are learning new technical skills at the Technical Operations Department, while another one is supporting our personnel with the audio archiving assessment in the Programming Department.

Attachment G provides copies student's Internships, work-study, and volunteers forms

LECTURES

Responsibility for Implementation: Isabel Pichardo, Development Coordinator

On August 3, 2022, the Station's Development Coordinator presented an overview lecture of the Station's history, resources, scope and job opportunities to 119 Communication and Information freshmen students at the University of Puerto Rico Rio Piedras Campus. The lecture was held on-campus and online.

Attachment I is a list of the Student Affairs Dean's Report and the first page of the participants list.

GUIDED TOURS

Responsibility for Implementation: Sara Cruz, Programming Director

Between March 18, March 25, and April 1, 2022, our Programming Director received a group of 65 students from the Talent Search Program for a guided tour of our facilities. While on tour the participants learned about radio history, Cadena Radio Universidad's place in that history and were shown every department where they could gain understanding about our daily activities, personnel functions and skills required for the positions. Participants were also exposed to live on studio production.

On May 24, 2022, a new group of students from the Talent Search Program received a guided tour as described above.

Attachment H are copies of emails directed to the Station.

WORKFORCE ENHANCEMENT PROGRAMS

Responsibility for Implementation: María S. Colón, Radio Universidad Administrative Officer, and José R. Ortiz Valladares, Radio Universidad General Manager (September 2021 to August 15, 2022)

- a. The above Community Service Grant Administrators and personnel direct supervisors are required to offer a local or CPB online annual training to all station employees to prevent harassment and bias. For the current year, the program focused on building an inclusive culture and taught discrimination and harassment prevention as provided by the Corporation for Public Broadcasting via EVERFI online training.

April 2022 through September 30, 2022

Titled: Preventing Harassment and Discrimination: Gateway

Design to train the personnel to recognize, avoid and report workplace discrimination, including harassment and both intentional and unintentional bias.

- b. The Chancellors Office along with the Division of Continuing Education and Professional Studies (DECEP) and the Office of Compliance and Audits (OCA) coordinated an online training module designed to prevent and eradicate any situation of gender violence including all types of discrimination in the workplace.

November 1, 2021 through January 31, 2022

Titled: Professional Certification on Prevention of Sexual Harassment, Violence Domestic, Discrimination and Equity in Employment (UPRRP-OCA-001)

Through the topic of “Labor and Discrimination: The Challenge of Occupational Equity” the Units employees were able to learn about the federal and state laws that protect against discrimination in employment, the employer’s responsibilities and the rights of the employees who are covered by these laws.

See Attachment J for copies of certificates of both activities, including management level employee training for Maria Colon, Officer Administrative III, Radio University of Puerto Rico, Sara Cruz, Director of Programming and Promotion, and Isabel Pichardo, Coordinator of the Development Office.

2.(b)(vi). Any pending or resolved complaints involving the Unit filed during the Unit's current license term(s) before any body having competent jurisdiction under federal, state, territorial or local law, alleging unlawful discrimination in the employment practices of the Unit on the basis of race, color, religion, national origin, or sex. ...

There have been no pending or resolved complaints involving the Unit during the Unit's current license term(s) before any authoritative body having competent jurisdiction under federal, state, territorial or local law, alleging unlawful discrimination in the employment practices of the Unit on the basis of race, color, religion, national origin, or sex.

2.(b)(vii). In accordance with section 73.2080(b), during the Unit's current license term(s) (or since acquisition of the Unit (if during that period)), a description of the responsibilities of each level of Unit management responsible for implementing Unit EEO policies and how the Unit has informed employees and job applicants of its EEO policies and program.

It is the policy of the Government of Puerto Rico to not discriminate against any person employee or applicant for public employment. This public policy is supported by our Constitution and by extensive local and federal legislation and regulations that expressly prohibits discrimination in employment.

The Río Piedras Campus has the position of Equal Employment Opportunities Compliance Officer. This Officer collaborates with each of the units to promote compliance structures such as: (1) taking affirmative measures aimed at guaranteeing a climate of respect, fraternization, and professionalism; (2) addressing complaints from employees for allegations of discrimination and decision-making. precautionary measures that seek to avoid reprisals; (3) coordinate training and attend to any queries they may have in relation to the different topics related to Title VII, Title IX, Affirmative Action Plan, Law 212 and the Bill of Rights for Persons with Disabilities, among others.

The following list details those responsible for implementing Unit EEO policies:

- **Jorge Santiago Pintor**
 - Position: Interim General Director of Radio Universidad de Puerto Rico and Interim Dean of the Faculty of Communication and Information
 - EEO Responsibilities: Creates and originates the calls for EEO policy publication following the institutional regulations regarding EEO. Coordinates together with the Administrative Officer of Radio Universidad on the job evaluation of candidates for positions, creation of candidate evaluation committees, receiving

committee recommendation, evaluates, endorses, and submits the recommendations to the Chancellor as authority nominator.

- **Maria Colon**
 - Position: Officer Administrative Radio University of Puerto Rico
 - EEO Responsibilities: Offers orientation on EEO regulations and advises the Director General of Radio Universidad on these regulations. In charge of giving access regulations and ensuring institutional compliance with EEO policy. Responsible for presenting the contract documents and evidence required on the access to EEO policy.

- **Dr. Angelica Varela Llavona**
 - Position: Chancellor interim
 - EEO Responsibilities: Authorizes the disclosure of calls complying with regulations institutional about EEO.

The measure adopted to publicize EEO information to employees and job applicants is posted in the Unit's [website](#):

- The University's anti-discrimination statement ⁶, Certification 58.

- The [Affirmative Action Plan 2021-2025](#) is in compliance with Act 212. This plan is committed to the prevention, identification and eradication of any situation alluding to discrimination against any employee or applicant for employment based on gender and full and effective compliance with current laws and regulations. In addition, it will promptly address any deficiencies found in the implementation of the same, and it does not allow discrimination on the basis of sex against any employee or applicant for employment.

- [Act 100](#) known as Law Against Discrimination in Employment, states the regulations on discrimination based on age, race, color, sex, sexual orientation, gender identity, social or national origin, social status, political affiliation, political or religious ideas, or for being a victim or being perceived as a victim of violence domestic violence, sexual assault or stalking, for being in the military, ex-military, serving or having served in the Armed Forces of the United States or for holding veteran status.

- Faculty approved Institutional [Diversity Statement](#) on the belief that differences in human beings cannot constitute inequality but accredited individual identity and the right acquired by nature itself of what and who we are as distinct persons.

The University's website has also posted the following [discrimination policy](#):

⁶ <http://www.wrtu.pr/sobrenosotros/communicationsact/>

“The Río Piedras Campus of the University of Puerto Rico does not discriminate in its academic offerings or employment opportunities on the basis of sex, race, color, age, national origin, political or religious ideas, gender, sexual preference, or ethnic origin, or for being a victim or being perceived as a victim of domestic violence, sexual assault or stalking or for being in the military, ex-military, serving or having served in the Armed Forces of the United States or for having veteran status, disability or any other category protected by law. This policy complies with government laws and statutes, which include the Federal Rehabilitation Act of 1973, Title IX, as amended, and the ADA (Americans with Disabilities Act) of 1992. The Río Piedras Campus of the University of Puerto Rico is an equal opportunity employer.”

The Office of Compliance and Audits (OCA) from the Chancellors Office has published on the institution’s website the [Internal Regulations to address the Presentation, Investigation and Management of Complaints Related to Discriminatory Employment Practices](#). OCA provides advice on protective legislation against employment discrimination to the Human Resources Office and other Campus personnel, and designs, organizes, and coordinates training related to discrimination and equal opportunities in the workplace. OCA ensures compliance with the public policy of equal employment opportunities.

Job applicants can also find in every announcement the statement “Patrono con igualdad de oportunidades en el empleo M/M/V/I” (Equal Employment Opportunity M/W/V/D).

Finally, as part of the hiring process, every new employee receives a document with all institutional policies that they must read and sign. *See* [Attachment L](#).

2.(b)(viii). In accordance with section 73.2080(c)(3), ... a description of the Unit’s efforts to analyze its EEO recruitment program to ensure that it is effective and to address any problems found as a result of such analysis...

UPR's Office of Compliance and Audits (OCA) provides advice on protective legislation against employment discrimination to the Human Resources Office and other Campus personnel. This Office collaborates with each of the units within the Institution to promote compliance structures such as: taking affirmative actions aimed at guaranteeing a climate of respect, fraternization and professionalism; handling employees complaints alleging discrimination; and taking precautionary measures seeking to avoid retaliation against employees.

Based on the efforts to disclose policies and regulations on discrimination and equal opportunities in the workplace, before and after personnel recruitment, the Institution promotes a safe working environment. Continuous and accessible information is offered to employees about procedures to file a complaint if discriminatory conduct occurs or is experienced.

The Río Piedras Campus, which is part of UPR, is governed by the regulations established by the Office of the President in the Central Administration (AC) of the UPR. The Human Resources

Office of the AC Administration of the UPR has a Compliance Office that, together with the AC Legal Advice Systems and Procedures Office, is responsible for reviewing and updating the regulations on hiring policies at the UPR, among other topics.

In addition, the campus has the Office of Compliance and Audits (OCA). The OCA staff functionally responds to the appointing authority and is an integral part of the internal control system of the Río Piedras Campus in order to assist the entire university community in complying with the regulations applicable to our institution. The OCA has the section for Equal Employment Opportunities or Title VII.

The Equal Employment Opportunity section of the Office of Compliance and Audits has the objective of providing support, coordination and assistance in the efforts of the entire Campus against discriminatory practices in employment. In this way, it intends to promote the highest standards of ethical conduct in the university institution. The aim is that all the components of the university community work in conditions of security, equity and dignity. The Equal Employment Opportunities Compliance Officer of the Río Piedras Campus has the goal of making the Río Piedras Campus a work environment free of discrimination. To do so, plans, coordinates, develops, consults, and researches the topic, taking into consideration various service components: research, education, and administration.

2.(b)(ix). As required by section 73.2080(c)(4), ... Unit's efforts to analyze periodically its measures taken to examine pay, benefits, seniority practices, promotions, and selection techniques and tests to ensure that they provide equal opportunity and do not have a discriminatory effect...


The [University of Puerto Rico's General Rules](#) are applicable to all the campuses within the UPR System, include Recruitment Rules for the non-teaching staff, collective agreements of the different labor unions, certifications and Memorandums issued by the President of the University to manage personnel selection.

[Current Rules and Working Conditions Supplementary to UPR's Regulations for Non-Teaching Staff](#) is renegotiated every four years. This agreement establishes the benefits received by employees, such as salaries, fringe benefits, promotions and personnel appointments, among others. Furthermore, it determines the impossibility for the University's administration to unilaterally alter said benefits.

Also, the Guidelines maintain some fiscal controls that regulate the measures taken to examine wages, benefits, seniority practices, promotions, and selection techniques. Authorized appointments of special, temporary, and substitute positions are filled with internal staff that meets the requirements as establish by the Recruitment Norms. Radio Universidad also abides by these rules. *See Attachment K.*

2.(b)(x). If your entity is a religious broadcaster and any of the Unit's full-time employees are subject to a religious qualification as described in section 73.2080(a) of the rules,

WRUO is not a religious broadcaster and none of the Unit's full-time employees are subject to a religious qualification as described in section 73.2080(a) of the rules.



Angélica Varela Llavona, Ph.D.
Interim Chancellor
Jorge Santiago Pintor, Ph.D.
*Interim Chancellor (Nov.17, 2022-
Dec.3, 2022 - ATTACHMENT M)*

November 30, 2022

Date

*Rio Piedras Campus University
of Puerto Rico
jorge.santiago21@upr.edu*

ATTACHMENT A



EEO PUBLIC FILE REPORT
 WRTU-FM
 Cadena Radio Universidad de Puerto Rico
 October 1, 2020-September 30, 2021

STATEMENT

University of Puerto Rico, Rio Piedras Campus (UPRRP), the licensee of WRTU-FM / WRUO-FM, is committed to broad and inclusive outreach for hiring full-time employees, affording equal employment opportunity to all qualified persons, and refraining from discrimination based on race, color, national origin, gender, or religion. When seeking applicants, we use the diverse avenues to reach people who are seeking employment. All full time permanent job placements are structured through the UPRRP Human Resources Department and are reviewed by María S. Colón, the Administrative Officer of the Station, both in charge of the implementation of the EEO Policy.

SECTION 1. VACANCY LIST

The following is a list all full time job vacancies filled by Radio Universidad (WRTU-FM / WRUO-FM) during the period covered by this report:

Position Title	Date Filled	Position	Recruitment Sources used to fill vacancy	Number of Interviewees Referred	Recruitment Source that Referred the hired
News Reporter	April 2021		External	1	School of Communication Director UPR-RP
News Director	September 2021		External	3	Human Resources UPR-RP
General Manager	September 2021		External	3	Human Resources UPR-RP

Total number of vacancy filled over 12-month period: 3

SECTION 2. RECRUITMENT SOURCE LIST

The following is a list of recruitment sources are used when vacancies arise:

Recruitment Source	Recruitment Contact	Recruitment source entitled to vacancy notification? (yes/no)	No. of interviews referred by recruitment source over 12-month period
Radio Universidad-Social Media	General Manager PO Box 21305, San Juan, PR 00931 https://es-la.facebook.com/RadioUPR https://twitter.com/RadioUPR	n/a	n/a
University of PR, Rio Piedras Campus- Human Resources Office	Human Resources Director 14 Ave. Universidad Ste 1401, San Juan, PR 00925 787-764-0000 ext. 84400	YES	1
University of PR, Rio Piedras Campus - Social Media	https://www.facebook.com/uprrp https://twitter.com/uprrp	No	0
University of PR, Rio Piedras Campus – School of Communication	School of Communication Director, 10 Ave. Universidad #1001, San Juan, PR 00925 787-764-0000 ext. 85300/85301	No	2
University of PR, Rio Piedras Campus – School of Communication Social Media	https://www.facebook.com/ec.uprrp https://twitter.com/ecuprrp	No	0
El Nuevo Día Newspaper	July 18 th , 2021	No	0

Total Number of Interviews over 12-month period: 3

SECTION 3. INITIATIVES

The following is a description of some initiatives in which the station participated during the past year:

WORKFORCE ENHANCEMENT PROGRAMS

Responsibility for implementation:

- **University of Puerto Rico, Rio Piedras Campus, Human Resources Director**
- **Strategic Planning Office of the University of Puerto Rico, Rio Piedras Campus**
- **Center of Academic Excellence**
- **María S. Colón, Radio Universidad Administrative Officer**
- **José R. Ortiz Valladares, Radio Universidad General Manager**

Station employees are offered training to prevent discrimination and address methods of ensuring equal employment opportunities. These programs focused on building an inclusive culture have also included Discrimination and Harassment Prevention Training. Online and on campus training for the current year included:

October 2020 through September 30, 2021

UPRRP Online Training CEA-L238-03

Ley 238 del 31 de agosto de 2004: Cuando el Impedimento no se ve, Retos y Oportunidades (Law 238 of August 31, 2004: When the impediment is not seen, challenges and opportunities)

October 2020 through September 30, 2021

UPRRP Online Training CEA-L238-04

Ley 238 del 31 de agosto de 2004: Estrategias de enseñanza y avalúo que atienden necesidades de estudiantes con diversidad funcional: educación diferenciada, un derecho de todos.

(Law 238 of August 31, 2004: Teaching and assessment strategies that meet the needs of students with functional diversity: differentiated education, a right for all).

Att.



José R. Ortiz Valladares, PhD
General Manager

nf



**EEO PUBLIC FILE REPORT
WRTU-FM and WRUO-FM
October 1, 2021 – September 30, 2022**

STATEMENT

University of Puerto Rico, Rio Piedras Campus (UPRRP), the licensee of WRTU-FM / WRUO- FM, also known as Cadena Radio Universidad de Puerto Rico, is committed to inclusive outreach for hiring full-time employees, affording equal employment opportunity to all qualified persons, and refraining from discrimination based on race, color, national origin, gender, or religion. When seeking applicants, we use diverse avenues to reach people who are seeking employment. All recruitment procedures and full-time permanent job placements for Cadena Radio Universidad de Puerto Rico are structured through the University's rules and regulations through the Human Resources Department. Mrs. Aurea Luyanda, Human Resources Director, in liaison with María S. Colón, the Administrative Officer at WRTU/WRUO, oversees the implementation of the EEO Policy.

VACANCY LIST

The following is a list of all full-time job vacancies filled by Radio Universidad (WRTU-FM / WRUO-FM) during the period covered by this report:

Position Title	Date position filled	Recruitment sources used to fill vacancy	Number of interviewees referred	Recruitment source that referred the hired
Administrative Assistant IV	May 2, 2022	INTERNAL University of Puerto Rico Río Piedras Campus - Human Resources Office	2	University of Puerto Rico Rio Piedras Campus – Human Resources Office

Total number of vacancy filled over 12-month period: 1

RECRUITMENT SOURCE LIST

The following is a list of the recruitment sources used when vacancy arose:

Recruitment Source	Recruitment Contact	Recruitment source entitled to vacancy notification? (yes/no)	No. of Interviews referred by recruitment source over 12-month period
University of PR, Rio Piedras Campus - Human Resources Office	Aurea Luyanda, Human Resources Director 14 Ave. Universidad Ste 1401, San Juan, PR 00925 787-764-0000 ext. 84400	YES	2

Total Number of Interviews over 12-month period: 2

INITIATIVES

The following is a description of the initiatives in which the station participated during the past year:

1. INTERN PROGRAM

Responsibility for Implementation: María S. Colón, Radio Universidad Administrative Officer

Radio Universidad engages in volunteering, education internships and work-study programs to recruit students to train in the station and offer the student real workplace experience while becoming familiar with the Station's organization and work style. Our Administrative Officer recommends, recruits, supervises and prepares participant's payroll, when applicable.

During the current annual reporting year, the station provided hands-on experience to a total of nineteen (19) undergraduate and four (4) graduate students. The radio station's working environment complements their academic studies and provides them with the skills and competencies needed for broadcast employment. While at Radio Universidad participants are immersed in a broad range of disciplines as they rotate through different departments and learn different tasks.

Four (4) graduate students, part of the Internship Program, are developing research, newswriting or technical skills while working at the Programming, Development and News departments with graphic art designs, fundraising activities and news reporting.

Twelve (12) undergraduate students from various faculties at the University are part of the Work-Study Program and support our station while working on program cataloging and distribution, disc ripping, metadata entry, program editing, news writing, news reporting, and general office work.

Throughout the report's period our unit was also supported by seven (7) volunteers. Our News Department received one (1) undergraduate student that volunteered to work in news writing and production. Also, one (1) undergraduate volunteered to work with fundraising initiatives at the Development department. Likewise, four (4) undergraduate students are learning new technical skills at the Technical Operations Department while another one is supporting our personnel with the audio archiving assessment in the Programming Department.

2. GUIDED TOURS

Responsibility for Implementation: Sara Cruz, Programming Director

- a. Between March 18, 25 and April 1, 2022, our Programming Director received a group of 65 students from the Talent Search Program for a guided tour of our facilities. While on tour the participants learn about radio history, Cadena Radio Universidad's place in that history and are shown every department where they gain understanding about our daily activities, personnel functions and skills required for the position. Participants are also exposed to live on studio production.
- b. On May 24, 2022 a new group of students from the Talent Search Program received a guided tour as described above.

3. OUTREACH

Responsibility for Implementation: Isabel Pichardo, Development Coordinator

- a. On August 3, 2022, the Station's Development Coordinator presented an overview lecture of the Station's history, resources, scope and job opportunities to 119 Communication and Information freshmen students at the University of Puerto Rico Rio Piedras Campus. The lecture was held on-campus and online.

4. WORKFORCE ENHANCEMENT PROGRAMS

Responsibility for implementation:

- María S. Colón, Radio Universidad Administrative Officer
 - José R. Ortiz Valladares, Radio Universidad General Manager (September 2021 to August 15, 2022)
- a. The above Community Service Grant Administrators and personnel direct supervisors are required to offer a local or CPB online annual training to all station employees to prevent harassment and bias. For the current year the program focused on building an inclusive culture

comprised discrimination and harassment prevention as provided by the Corporation for Public Broadcasting via EVERFI online training.

April 2022 through September 30, 2022

Titled: Preventing Harassment and Discrimination: Gateway

Design to train the personnel to recognize, avoid and report workplace discrimination, including harassment and both intentional and unintentional bias.

- b. The Chancellors Office along with the Division of Continuing Education and Professional Studies (DECEP) and the Office of Compliance and Audits (OCA) coordinated an online training module designed to prevent and eradicate any situation of gender violence including all types of discrimination in the workplace.

November 1, 2021 through January 31, 2022

Titled: Professional Certification on Prevention of Sexual Harassment, Violence Domestic, Discrimination and Equity in Employment (UPRRP-OCA-001)

Through the topic of "Labor and Discrimination: The Challenge of Occupational Equity" the Units employees were able to learn about the federal and state laws that protect against discrimination in employment, the employer's responsibilities and the rights of the employees who are covered by these laws.

Att.



Jorge Santiago Pintor, PhD

Interim General Manager

(August 16, 2022 to present)

ATTACHMENT B

CERTIFICACION

Por este medio certificamos que el proceso de reclutamiento de personal no docente del Recinto de Recinto de Rio Piedras de la Universidad de Puerto Rico se rige por la siguiente reglamentación:

La Universidad de Puerto Rico cuenta con Reglas de Reclutamiento para el personal no docente, convenios colectivos de las distintas organizaciones sindicales, certificaciones y circulares emitidas por el Presidente de la Universidad para administrar la selección de personal.



Oficina de
Recursos Humanos

El Seriado R-2021-07 Enmienda- Directrices de Aplicación Uniforme para las Acciones de Personal en la UPR como Parte de las Medidas Dirigidas para el Control Fiscal, emitida por el entonces Presidente Dr. Jorge Haddock, mantiene unos controles fiscales que regulan las medidas tomadas para examinar salarios, beneficios, prácticas de antigüedad, promociones y técnicas de selección.

En cuento a las convocatorias de empleo para puestos probatorios, el Recinto no las publica desde el año 2016, debido a la situación fiscal que enfrenta la institución.

Los nombramientos, especiales, temporeros y sustitutos que se autorizan en el Recinto son cubiertos con personal interno que reúne los requisitos que establecen las Normas de Reclutamiento.

Y para que así conste, expido la presente certificación en Rio Piedras, Puerto Rico, a los veinte días del mes de octubre de dos mil veintidós.

Yesenia González Claudio
Especialista en Recursos Humanos

ATTACHMENT B - Translated

CERTIFICATION

We hereby certify that the recruitment process for non-teaching staff at the Río Piedras Campus of the University of Puerto Rico is governed by the following regulations:

The University of Puerto Rico has Recruitment Rules for non-teaching personnel, collective agreements of the different union organizations, certifications and circulars issued by the President of the University to manage the selection of personnel.



Oficina de
Recursos Humanos

The Serial R-2021-07 Amendment- Uniform Application Guidelines for Personnel Actions at the UPR, as Part of the Directed Measures for Fiscal Control, issued by the then President Dr. Jorge Haddock, maintains some fiscal controls that regulate the measures taken to examine wages, benefits, seniority practices, promotions, and selection techniques.

Regarding job announcements for probationary positions, the Campus has not published them since 2016, due to the fiscal situation faced by the institution..

The appointments, special, temporary and substitutes that are authorized by the Campus are covered with internal personnel and meet the requirements established by the Recruitment Regulations.

For the record, I issue this certification in Río Piedras, Puerto Rico, on the twentieth day of the month of October, 2022.



Yesenia Gonzalez Claudio
Human Resources Specialist

Patrono con Igualdad de Oportunidades en el Empleo M/M/V/I

ATTACHMENT C

CONTRATO DE SERVICIOS PROFESIONALES DE PAGO DIRECTO
(PROFESSIONAL SERVICE CONTRACT BY DIRECT PAYMENT)

1. CLAVE TRANS. (TRANS. CODE)	CUENTA A CARGARSE (ACCOUNT TO BE CHARGED)	FONDO (FUND)	UNIDAD (DEPARTMENT)	SUB-UNIDAD (SUB-DEPARTMENT)	OBJETO (OBJECT)	FUNCION DEL GASTO (EXPENDITURE FUNCTION)	PROYECTO (PROJECT)	AÑO FISCAL (FISCAL YEAR)	IMPORTE (AMOUNT)
		20270	571	000	6230	330	2071300220020	00	\$3,640.00 estimado

2. UNIDAD CONTRATANTE DEL RECINTO DE RÍO PIEDRAS: Decanato de Asuntos Académicos/ Esc. Comunicación/ Radio Universidad
(CONTRACTING UNIT OF THE RIO PIEDRAS CAMPUS)

3. NOMBRE DE LA PERSONA CONTRATADA - SI ES PERSONA JURÍDICA, INCLUIR NOMBRE SEGÚN APARECE EN EL CERTIFICADO DE INCORPORACIÓN:
(NAME OF CONTRACTED PARTY - IF IT'S A LEGAL ENTITY, INCLUDE NAME AS IT APPEARS ON THE CERTIFICATE OF INCORPORATION)

3A. NOMBRE DE REPRESENTANTE - SÓLO PERSONAS JURÍDICAS (NAME OF REPRESENTATIVE - ONLY LEGAL ENTITIES)	3B. ESTADO CIVIL: (MARITAL STATUS) <u>CASADA</u>	3C. PROFESIÓN: (PROFESSION) <u>REDACTORA DE INFORMACIÓN</u>
3D. DIRECCIÓN POSTAL: (POSTAL ADDRESS)	3E. DIRECCIÓN RESIDENCIAL: (RESIDENTIAL ADDRESS)	
3F. CUIDADANÍA: (CITIZENSHIP)	<input checked="" type="checkbox"/> RESIDENTE DE P.R. (U.S. RESIDENT OF P.R.)	<input type="checkbox"/> AMERICANO NO RESIDENTE (U.S. NON RESIDENT)
	<input type="checkbox"/> EXTRANJERO (FO FOREIGNER)	

4. DESCRIPCIÓN DE LOS SERVICIOS CONTRATADOS:
(DESCRIPTION OF SERVICES TO BE PERFORMED)

LABORES COMO PERIODISTA EN EL DEPARTAMENTO DE NOTICIAS DE RADIO UNIVERSIDAD, CUBRIR CONFERENCIAS DE PRENSA Y EVENTOS NOTICIOSOS, REDACCIÓN DE NOTICIAS Y DE OTROS EVENTOS A PUBLICARSE EN EL NOTICIERO, REALIZAR TAREAS DE LOCUCIÓN, SEGÚN LAS NECESIDADES DEL SERVICIO Y TAREAS AFINES. TRABAJAR UN MÁXIMO DE 35 HORAS SEMANALES.

5. PERÍODO DE VIGENCIA DEL CONTRATO:
(CONTRACT PERIOD)

5 de abril al 30 de junio de 2021

6. MÁXIMO DE HONORARIOS PARA EL PERÍODO DE VIGENCIA:
(MAXIMUM FEES)

\$3,640.00

7. MODO DE PAGO: (PAYMENT DISTRIBUTION)

TARIFA MENSUAL (MONTHLY RATE) _____ TARIFA POR HORA (HOURLY RATE) \$9.00

POR PERÍODO (BY PERIOD) _____ POR TAREA COMPLETADA (BY TASK COMPLETED) _____

PAGO GLOBAL AL FINALIZAR (GLOBAL AMOUNT AFTER COMPLETION) _____ OTRO/ESPECIFIQUE (OTHER/SPECIFY) _____

8. OTROS GASTOS A PAGARSE: (INDIQUE "N/A" SI NO ES APLICABLE)
(OTHER EXPENSES TO BE PAID; STATE "N/A" IF NOT APPLICABLE)

N/A

9. OTRAS CONDICIONES DEL CONTRATO: (INDIQUE "N/A" SI NO ES APLICABLE)
(OTHER CONDITIONS FOR THE AGREEMENT; STATE "N/A" IF NOT APPLICABLE)

Este contrato no está sujeto a la acumulación de licencia o licencia ni por enfermedad, ni confiere otros derechos a excepción de las aportaciones patronales aplicables por Ley. Debe incluirse junto a la factura el informe de tareas realizadas.

10. AUTORIZACIONES ESPECIALES:
(SPECIAL AUTHORIZATIONS)

10A. ¿ES LA PERSONA CONTRATADA EMPLEADA ACTUAL DE O TIENE CONTRATOS CON ALGUNA AGENCIA DEL E.L.A.? SI LA RESPUESTA ES SÍ, INCLUYA LA AUTORIZACIÓN ESCRITA DEL JEFE EJECUTIVO DE DICHA AGENCIA, SEGÚN DISPONE LA LEY NÚM. 100 DE 27 DE JUNIO DE 1956. (IS THE CONTRACTED PARTY AN EMPLOYEE OF OR HAS A CONTRACT WITH ANY LOCAL GOVERNMENT AGENCY? IF THE ANSWER IS YES, INCLUDE A WRITTEN AUTHORIZATION FROM THE CHIEF EXECUTIVE OF SAID AGENCY AS STATED IN LAW NO. 100 OF JUNE 27, 1956)

SÍ (YES) AGENCIA (AGENCY) _____ NO (NO)

10B. ¿PARTICIPA LA PERSONA CONTRATADA DE ALGÚN SISTEMA DE RETIRO GUBERNAMENTAL? SI LA RESPUESTA ES SÍ, INCLUYA LAS AUTORIZACIONES Y DEMÁS CERTIFICACIONES REQUERIDAS. (IS THE CONTRACTED PARTY A PARTICIPAN OF ANY GOVERNMENTAL RETIREMENT SYSTEM? IF THE ANSWER IS YES, INCLUDE THE REQUIRED WRITTEN AUTHORIZATIONS AND CERTIFICATIONS)

SÍ (YES) AGENCIA (AGENCY) _____ FECHA (DATE) _____ NO (NO)

10C. ¿HA SIDO LA PERSONA CONTRATADA SERVIDORA DE O HA RENDIDO SERVICIOS BAJO CONTRATO A ALGUNA AGENCIA O ENTIDAD GUBERNAMENTAL QUE HAYA EJERCIDO ALGUNA ACCIÓN OFICIAL SOBRE LA UNIVERSIDAD DE PUERTO RICO DURANTE LOS PASADOS DOCE (12) MESES? (HAS THE CONTRACTED PARTY BEEN AN EMPLOYEE OF OR RENDERED SERVICES TO ANY LOCAL GOVERNMENT AGENCY THAT HAS CARRIED OUT ANY OFICIAL ACTION PERTAINING THE UNIVERSITY OF PUERTO RICO DURING PAST TWELVE (12) MONTHS?)

SÍ (YES) AGENCIA (AGENCY) _____ FECHA (DATE) _____ NO (NO)

10D. ¿HA TRABAJADO LA PERSONA CONTRATADA EN LA UNIVERSIDAD DE PUERTO RICO DURANTE LOS PASADOS DOS (2) AÑOS? SI LA RESPUESTA ES SÍ, INCLUYA AUTORIZACIÓN ESCRITA DE LA OFICINA DE ÉTICA GUBERNAMENTAL, SEGÚN DISPONE LA LEY NÚM. 1-2012. (HAS THE CONTRACTED PARTY WORKED IN THE UNIVERSITY OF PUERTO RICO DURING PAST TWO (2) YEARS? IF THE ANSWER IS YES, INCLUDE A WRITTEN AUTHORIZATION FROM THE GOVERNMENTAL ETHICS OFFICE AS STATED IN LAW NO. 1-2012.)

SÍ (YES) NO (NO)

DEPENDENCIA (DEPARTMENT) N/A PERÍODO (PERIOD) _____ TIPO DE CONTRATO (TYPE OF CONTRACT) _____

EL RECINTO DE RÍO PIEDRAS DE LA UNIVERSIDAD DE PUERTO RICO, OTORGA ESTE CONTRATO EN EL EJERCICIO DE LA FACULTAD Y PODERES QUE LE CONFIERE EL ARTÍCULO 7 DE LA LEY DE LA UNIVERSIDAD DE PUERTO RICO, LEY NÚM. 1 DEL 20 DE ENERO DE 1966, SEGÚN ENMENDADA, 18 LPRA §601. ESTE CONTRATO SE REGISTRARÁ E INTERPRETARÁ DE ACUERDO CON LAS LEYES DEL ESTADO LIBRE ASOCIADO DE PUERTO RICO. (THE RIO PIEDRAS CAMPUS OF THE UNIVERSITY OF PUERTO RICO SURRENDERS THIS CONTRACT BY VIRTUE OF THE AUTHORITY GRANTED TO IT BY ARTICLE 7 OF THE UNIVERSITY OF PUERTO RICO ACT, LAW NO. 1 OF JANUARY 20TH, 1966, AS ENMENDED, 18 P.R. STATS. § 601. THIS CONTRACT WILL BE SUBJECT TO AND INTERPRETED BASED ON THE LAWS OF THE COMMONWEALTH OF PUERTO RICO.)

EN RÍO PIEDRAS, PUERTO RICO.
(IN RIO PIEDRAS, PUERTO RICO.)

FECHA (DATE): APR 05 2021
(FECHA SE COMPLETARÁ EN LA OFICINA DEL(A) RECTOR(A))
(DATE TO BE COMPLETED BY THE CHANCELLOR'S OFFICE)

PARTE CONTRATADA O REPRESENTANTE AUTORIZADO (CONTRACTED PARTY):

RECTOR(A) (CHANCELLOR):

LUIS A. FERRAO DELGADO, PhD.

NOMBRE (NAME)

NOMBRE (NAME)

FIRMA (SIGNATURE)

FIRMA (SIGNATURE)

66-0433760

SEGURO SOCIAL O SEGURO SOCIAL PATRONAL
(SOCIAL SECURITY NUMBER OR EMPLOYER'S SOCIAL SECURITY NUMBER)

SEGURO SOCIAL PATRONAL
(EMPLOYER'S SOCIAL SECURITY)

OFICINA DE PREINTERVENCIÓN:
(PREINTERVENTION OFFICE)

NOMBRE (NAME)

FIRMA (SIGNATURE)

ATTACHMENT D

EMPLEOS

787.641.8888 / clasificadospr.com/empleos



CONVOCATORIA DIRECTOR Y DIRECTOR DE NOTICIAS RADIO UNIVERSIDAD DE PUERTO RICO

La Radio Emisora WRTU -afiliada a la Escuela de Comunicación del Recinto de Río Piedras de la Universidad de Puerto Rico- convoca a solicitantes para dos puestos de confianza:

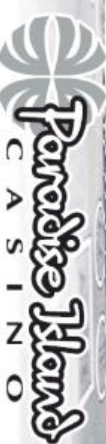
- **Director en Propiedad**
- **Director de Noticias**

Los requisitos de esta convocatoria están disponibles en la página electrónica <http://www.uprrp.edu/empleos>. La fecha límite para someter los documentos requeridos es el 30 de julio de 2021.

Patrón con igualdad de oportunidades de empleo M/M/V/I

El Recinto de Río Piedras no discrimina contra ninguna persona por raza, color, sexo, orientación sexual, religión, edad, ideas políticas, origen étnico o impedimentos en su política de admisión, programas, actividades y políticas de empleo.

DIRECTORÍA ADMINISTRATIVA Y SALUD VISUAL



CURSO GRATUITO DE CROUPIER

Interesados en tomar el curso deben comunicarse al

787-832-3030 ext 3301

para coordinar una entrevista.

Las mismas están pautadas

para los siguientes días:

martes, 20 y miércoles, 21

de julio de 2021 en

horario de 10:00 am a 3:00 pm

REQUISITOS MÍNIMOS:

- Cuarto año de Escuela Superior Aprobado
- Ser mayor de 18 años
- Destrezas con números
- Dominio básico del idioma inglés

CLASES COMIENZAN EL LUNES, 26 DE JULIO DE 2021



Agradecemos no envíe resúmenes. El mismo deberá presentarlo el día de la entrevista. Somos un patrón EEO, M/F/V/A y Libre de Drogas.

ATTACHMENT E



Año Fiscal: 2021-22		Número de Referencia:	
1. Nombre:		2. Número de Empleado:	
3. Transacción:		NOMBRAMIENTO TEMPORERO	
4. Propósito:		5. Preparación Académica: BACHILLERATO	
6. Jornada:		Horas Semanales:	
Completa: <input checked="" type="checkbox"/> Parcial: <input type="checkbox"/>			
7. Fecha de Efectividad:		8. Fecha de Terminación:	
MES DÍA AÑO May 2, 2022		MES DÍA AÑO junio/30/2022	
9. AEELA		10. Retiro	
<input checked="" type="checkbox"/> Sí <input type="checkbox"/> No		<input checked="" type="checkbox"/> Sí <input type="checkbox"/> No	
11. Plan Médico		12. Tipo de Visa	
<input checked="" type="checkbox"/> Sí <input type="checkbox"/> No		<input type="checkbox"/> N/A	
13. Efect. 1-9 (mm/dd/yyyy)		14. Exento	
		<input type="checkbox"/> No exento	
DATOS DE EMPLEO			
		VIGENTE	
		DESPUÉS DEL CAMBIO	
15. Escala de Retribución (cat, nivel, quinquenio)			
16. Facultad, Departamento, Decanato, Oficina		ESCUELA GRADUADA DE PLANIFICACIÓN	
17. Cuenta Default de la Organización		FACULTAD DE COMUNICACION E INFORMACION-RADIO UNIVERSIDAD	
18. Título/Rango		SECRETARIA ADMINISTRATIVA V	
19. Tipo de Nombramiento		ASISTENTE ADMINISTRATIVO IV	
20. Número de Puesto		TEMPORERO	
21. Clase de Servicio		TEMPORERO	
22. Elemento de Pago		157-020	
23. Cuenta a Afectarse		NO DOCENTE	
24. Cantidad a pagarse (mensual o por periodo de acuerdo al elemento de pago)		NO DOCENTE	
25. Salario Base Institucional Anual		20110.571.000.5103.330.000000000000.22	
26. Requiere Informe de Tiempo y Esfuerzo		<input type="checkbox"/> Sí <input type="checkbox"/> No <input checked="" type="checkbox"/>	
27. Desglose de Salario Fuera de Escala			
Sobre Sueldo		Aumentos Concedidos	
Bonificación Preparación Académica		Quinquenios Retenidos	
Firma del Empleado		Director(a) de Presupuesto	
Fecha		Fecha	
DR. JOSE R. ORTIZ VALLADARES			
Supervisor Inmediato		Director(a) de Finanzas	
Fecha		Fecha	
DR. JOSE R. ORTIZ VALLADARES			
Director de Departamento		PI/PD Proyecto Fondos Externos	
Fecha		Fecha	
DR. JORGE SANTIAGO PINTOR			
Decano o Director de Oficina		PI/PD Proyecto Fondos Externos	
Fecha		Fecha	
SRA. AUREA LUYANDA			
Director(a) de Recursos Humanos		Autoridad Nominadora o su Representante Autorizado	
Fecha		Fecha	
28. Observaciones:			
JORNADA COMPLETA DE TRABAJO EN EL HORARIO DE 8:00 am a 12:00 md y de 1:00 pm a 4:30 PM de Lunes a Viernes.			

Attachment E – Translation by Item Number

1. Name – [redacted]
2. Employee number – [redacted]
3. Transaction - temporary appointment
4. Purpose – [blank]
5. Academic preparation - high school
6. Working day – Complete [full day / full time]
7. Effective date – May 2, 2022
8. End date – June 30, 2022
9. AAELA – yeses [unknown meaning of acronym]
10. Withdrawal – yes
11. Medical plan – yes
12. Type of visa – [blank]
13. Effect – [blank]
14. Exempt – [blank]
15. Remuneration scale (cat, level, five-year period) – [blank]
16. Faculty, Department, Dean, Office – (valid column) graduate school of planning / (after the change column) faculty of communication and information radio university
17. Default account of the organization – [blank]
18. Title/rank – administrative secretary IV / Administrative Assistant IV
19. Appointment type – temporary / temporary
20. Position number – [blank] / 157-020
21. Service class – Not teacher / not teacher
22. Payment item – blank
23. Account to be affected – [blank] / 20110.571.000.5103.330.000000000000.22
24. Amount to be paid (monthly or per period according to the payment element) – [blank]
25. Annual institutional base salary – [blank]
26. Requires time and effort report - no
27. Off-Scale Salary Breakdown – [blank]
28. Observations - Full day working hours 8:00 am to 12:00 pm and 1:00 pm to 4:30 pm from Monday to Friday

ATTACHMENT F

¡EL CEA REMOTO!



Certificado en Línea en Asuntos de la Ley 238

Centro para la Excelencia Académica (CEA)
(Carta de derechos de las personas con impedimentos)

Esta alternativa de capacitación consta de ocho (8) módulos que abarcan las siguientes temáticas:



1. Carta de Derechos de las personas con impedimentos Ley 238 del 31 de agosto de 2004
2. Garantías de accesibilidad universitaria: implicaciones según la Ley 238
3. Cuando el impedimento “no se ve”: retos y oportunidades
4. Estrategias de enseñanza y avalúo que atienden necesidades de estudiantes con diversidad funcional: educación diferenciada, un derecho de todos/as
5. Acomodos educativos para aprendices con diversidad funcional: fomentando un ambiente inclusivo en la comunidad universitaria
6. Creando nuevos espacios de participación ciudadana
7. Rumbo a la plena inclusión mediante el Diseño Universal: promoviendo una UPR inclusiva y accesible
8. La Asistencia Tecnológica al alcance de todos: una herramienta de accesibilidad e inclusión

UPRRP

Segundo Semestre
2020 - 2021

Tendrá la opción de obtener un certificado de participación por actividad individual o el certificado global.

Disponible hasta el
22 de mayo de 2021



UNIVERSIDAD DE PUERTO RICO
RECINTO DE RÍO PIEDRAS
DECANATO DE ASUNTOS ACADÉMICOS
CENTRO PARA LA EXCELENCIA ACADÉMICA

CERTIFICADO

Otorgado a

Nilka M Falu Sanchez

Por haber completado:

Cuando el impedimento “no se ve”: retos y oportunidades

1 Horas Contacto

Realizado en: May/24/2021

Certificado en Línea En Asuntos de la Ley 238



Programa de capacitación en
Educación a Distancia


Dra. Carmen Pacheco Sepulveda,
Directora
Centro para la Excelencia Académica





UNIVERSIDAD DE PUERTO RICO
RECINTO DE RÍO PIEDRAS
DECANATO DE ASUNTOS ACADÉMICOS
CENTRO PARA LA EXCELENCIA ACADÉMICA

CERTIFICADO

Otorgado a

Nilka M Falu Sanchez

Por haber completado:

Estrategias de enseñanza y avalúo que atienden necesidades de estudiantes con diversidad funcional: educación diferenciada, un derecho de todos/as

1 Horas Contacto

Realizado en: May/24/2021

*Certificado en Línea
En Asuntos de la Ley 238*



Programa de capacitación en
Educación a Distancia


Dra. Carmen Pacheco Sepulveda,
Directora
Centro para la Excelencia Académica



Attachment F - Translation

The Remote CEA

Online certificate in matters of law 238

Center for Academic Excellence (CEA)
(bill of rights for people with disabilities)

This training alternative consists of eight (8) modules that cover the following topics:

1. Bill of Rights for People with Disabilities Law 238 of August 31, 2004
2. Guarantees of university accessibility: implications according to Law 238
3. When the impediment "is not seen": challenges and opportunities
4. Teaching and assessment strategies that meet the needs of students with functional diversity: differentiated education, a right for all
5. Educational accommodations for learners with functional diversity: promoting an inclusive environment in the university community
6. Creating new spaces for citizen participation
7. towards full inclusion through universal design: promoting an inclusive and accessible UPR
8. Technological assistance within everyone's reach: an accessibility and inclusion tool

second semester
2020 – 2021

You will have the option of obtaining a certificate of participation for individual activity or the global certificate

available until May 22, 2021

University of Puerto Rico
Stone River Enclosure
Dean of Academic Affairs
Center for Academic Excellence

Certificate
awarded to

Nilka M Falu Sanches

for having completed

When the impediment "is not seen": challenges and opportunities

1 Hours Contact

Carried out on: May/24/2021

Online Certificate in Matters of Law 238

Attachment F - Translation

The Remote CEA

Online certificate in matters of law 238

Center for Academic Excellence (CEA)
(bill of rights for people with disabilities)

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4. Teaching and assessment strategies that meet the needs of students with functional diversity: differentiated education, a right for all
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6. Creating new spaces for citizen participation
7. towards full inclusion through universal design: promoting an inclusive and accessible UPR
8. Technological assistance within everyone's reach: an accessibility and inclusion tool

second semester
2020 – 2021

You will have the option of obtaining a certificate of participation for individual activity or the global certificate

available until May 22, 2021

University of Puerto Rico
Stone River Enclosure
Dean of Academic Affairs
Center for Academic Excellence

Certificate
awarded to

Nilka M Falu Sanches

for having completed

When the impediment "is not seen": challenges and opportunities

1 Hours Contact

Carried out on: May/24/2021

Online Certificate in Matters of Law 238

University of Puerto Rico
Stone River Enclosure
Dean of Academic Affairs
Center for Academic Excellence

Certificate
awarded to

Nilka M Falu Sanches

for having completed

Teaching and assessment strategies that meet the needs of
students with functional diversity: differentiated education, a
right of all

1 Hours Contact

Carried out on: May/24/2021

Online Certificate in Matters of Law 238

ATTACHMENT G



Datos para el Registro de Participantes¹
Programa de Experiencias Académicas Formativas (PEAF)

- Continuación
 Cambio/ Enmienda
 Nuevo

1. Nombre: [REDACTED]		2. Seguro Social: [REDACTED]	
		Número de estudiante: [REDACTED]	
3. Tipo de Experiencia Académica Formativa: Investigación <input type="checkbox"/> Cátedra <input type="checkbox"/> Profesional <input checked="" type="checkbox"/>		4. FTE (P16) 1.0	5. Horas / Período Pago <input type="checkbox"/> 18 hrs sem = 39 <input type="checkbox"/> 9 hrs sem = 19.5
7. Fecha de Efectividad: (P16) Mes <u>08</u> Día <u>16</u> Año <u>2022</u>		6. Prep. Acad. Más Alta (P23) <input checked="" type="checkbox"/> BA <input type="checkbox"/> MA <input type="checkbox"/> JD	
8. Fecha de Terminación: (P16) Mes <u>05</u> Día <u>31</u> Año <u>2022</u>			
9. Datos del Estudiante	P		
10. Grupo de Trabajo/Código de Asignación	16	S	
11. Facultad, Departamento/ Decanato, Oficina	12	Facultad de Comunicación e Información	
12. Edificio	16	Radio Universidad de Puerto Rico	
13. Salón o Laboratorio	16	Archivo de Medios Audiovisuales	
14. Cuenta(s) a afectarse <small>*si son varias cuentas utilizar ambos renglones</small>	63	1era Cuenta 20131.389.401.8053.220.000000000000.00	
		2da Cuenta	
15. Número de FRS y Posición	63	FRS 1 5-399228015	POS 1
		FRS 2	POS 2
16. Clase de Servicio/Estudiantil	16	<input type="checkbox"/> Investigación (8052/8013) <input type="checkbox"/> Cátedra (8051/8011) <input checked="" type="checkbox"/> Profesional (8053/8015)	
17. Escala / Rate	16	K999A	
18. Incentivo Económico Mensual / Bimensual	-----	1era cuenta Mensual [REDACTED]	Quincenal [REDACTED]
		2da cuenta Mensual	Quincenal
19. Firmas		20. Observaciones	
Investigador Principal* _____ Fecha _____			
Director del Departamento o Escuela _____ Fecha _____		Persona Contacto: [REDACTED]	
Jorge Santiago Pintor, Ph.D. _____ Fecha _____		CERTIFICACIÓN FONDOS EXTERNOS PARA MATRÍCULA: Provee proyecto para costos de matrícula: <input type="checkbox"/> Sí <input type="checkbox"/> No	
Decano de la Facultad o Representante _____ Fecha _____		De haber respondido Sí favor de indicar máximo de Presupuesto disponible para el periodo: \$ _____	
Ivelisse Acevedo Moreno, Ed.D. _____ Fecha _____		Certificación de Contador Post Award:	
Decano de Estudios Graduados e Investigación o Representante _____ Fecha _____			

*Si este acuerdo está subvencionado con fondos externos o federales deberá contar con el visto bueno del investigador principal del proyecto. De no tener la firma, se devolverá a la unidad.



CONTRATO DEL PROGRAMA FEDERAL DE ESTUDIO Y TRABAJO

Año Académico: 2021-2022

Fecha: Sep-14-2021

Nombre de estudiante: [REDACTED]

Número de estudiante: 801 [REDACTED]

Página 2

Esta asignación está sujeta a cambios por revisión, disponibilidad de fondos y a que usted mantenga los criterios de elegibilidad requeridos.

Es requisito estar matriculado en un programa de estudio conducente a un grado académico, excepto en periodos no lectivos. La reglamentación federal nos requiere retener los pagos si usted no cumple con este requisito. Es obligación del estudiante notificar las bajas parciales a nuestra oficina.

Ningún estudiante participante del programa PET podrá reemplazar o sustituir a los empleados de la oficina o departamento en el cual trabajan.

NO PODRA SOBREGIRARSE DE LAS HORAS ASIGNADAS EN CADA SEMESTRE. EL MINIMO DE HORAS PERMITIDO EN UN DIA SERA DE UNA (1) HORA. NO PODRA TRABAJAR MAS DE 20 HORAS SEMANALES. PODRA TRABAJAR HASTA UN MAXIMO DE CINCO (5) HORAS CORRIDAS. ESTO NO APLICA A PERIODOS NO LECTIVOS.

En caso de no cumplir con el trabajo y horario asignado, usted será responsable de notificar a la brevedad posible a su supervisor(a) y al coordinador(a) del Programa Federal de Estudio y Trabajo.

Declaración de entendimiento sobre la Ley Federal, Family Educational Rights and Privacy Act of 1974.

En virtud de mi empleo en la UPR - RIO PIEDRAS, puedo tener acceso a documentos que contengan información de personas, individualmente identificables y que su divulgación está prohibida por la Ley Federal, "Family Educational Rights and Privacy Act of 1974". Reconozco plenamente que la divulgación por mi persona de esta información a cualquier persona no autorizada puede conllevar penalidades criminales y civiles impuestas por Ley. Entiendo que tal divulgación no autorizada viola la Política Institucional y constituye causa justa para acción disciplinaria, incluyendo terminación de mi empleo ir respectivo de que se impongan penalidades criminales y civiles.

Cordialmente,

Maria F. Colón
Coordinador Programa Federal de Estudio y Trabajo

Director(a) Departamento de Asistencia Económica

Acepto la responsabilidad de supervisar al estudiante y evitar que el estudiante se exceda de las horas asignadas. De esto ocurrir será responsabilidad del Departamento y/o Decanato para el cual trabaja el estudiante, pagarle el exceso de horas trabajadas.

No acepto al estudiante en mi área de trabajo por la siguiente razón: _____

Mari F. Colón
Firma del supervisor

MEDIANTE MI FIRMA A CONTINUACIÓN, DECLARO HABER LEIDO, COMPRENDIDO Y ACEPTADO LO ANTES EXPUESTO. ESTOY DE ACUERDO EN CUMPLIR CON LA SEGURIDAD Y CONFIDENCIALIDAD DE LA INFORMACIÓN QUE ACCESO.

[REDACTED]

09/16/2021

DECANATO DE ADMINISTRACIÓN
PROGRAMA DE TRABAJO A JORNAL

Certificación de Estudiante a Jornal

Yo, [Redacted] Certifico que:
(Nombre del Estudiante)

- soy estudiante regular del Recinto de Río Piedras
- estoy matriculado en un programa de estudio regular, conducente a un grado académico; conforme al nivel, año y requisitos establecidos por la facultad donde fui admitido
- rendiré labor solamente bajo el Programa de Trabajo a Jornal, en la jornada de trabajo autorizada y en un horario establecido previamente con el supervisor inmediato o el Coordinador del Programa
- se me orientó de no poder participar en otros programas de empleo (Estudio y Trabajo, Ayudante de Cátedra, Pasaporte)
- trabajaré en una sola facultad, departamento u oficina y cobraré de una sola cuenta presupuestaria
- informaré cualquier cambio que ocurra en las situaciones antes descritas para que se determine si dejo de participar en el Programa de Trabajo a Jornal.

Hoy 24 de enero de 2022, Río Piedras, Puerto Rico.

[Redacted]
(Firma)

801- [Redacted]
(Número de Estudiante)

Doy fe que el estudiante de referencia leyó y certificó este documento en mi presencia.

[Redacted]
(Coordinador del Programa)
[Redacted]
Facultad u Oficina Administrativa

[Redacted]
(Título del Puesto)

Autorización PET

[REDACTED]@upr.edu>

Fri 9/9/2022 3:29 PM

To: [REDACTED]@upr.edu

Cc: Maria Colon <maria.colon31@upr.edu>; Migdalia Acevedo <migdalia.acevedo@upr.edu>

Saludos:

Usted se encuentra autorizada a comenzar a trabajar a partir del lunes, 12 de septiembre de 2022.

Mucho éxito.

Siempre a la orden.

Nathalia S. Mere Rodríguez

Coordinadora Programa de Estudio y Trabajo (PET)
Oficina de Asistencia Económica
Decanato de Estudiantes
Recinto de Río Piedras
(787) 764-0000 x. 86104

FORMULARIO PARA ESTUDIANTES VOLUNTARIOS

Nombre: [REDACTED] Número de estudiante: 801-[REDACTED]
Teléfono: [REDACTED] Correo Electrónico: [REDACTED]@upr.edu
Concentración y Facultad: Relaciones Públicas y Publicidad, Comunicaciones

Departamento dónde labora:

Noticias Desarrollo Internet
 Tráfico y Continuidad Promociones Festival de Radio Amigos
 Operaciones Técnicas Unidad de Cine y Televisión

Expectativa de su experiencia como estudiante voluntario:

Poder adquirir conocimiento y un mejor desarrollo en el área de las comunicaciones.

Horario disponible:

lunes 9:30am a 12:30pm viernes dependiendo del día
martes _____ sábado _____
miércoles 9:30am a 12:30pm domingo _____
jueves _____

Habilidades e intereses:

Me gusta leer, soy música, me gusta hablar, se utilizar diversas plataformas digitales. Logro adaptarme a cualquier ambiente o tarea.

(*Área para uso oficial)

Fecha que comenzó labores 5 octubre 2022 Fecha que culminó labores _____

Labores y responsabilidades:

Supervisor(a): [Firma]

Firma: Isabel Richards

FORMULARIO PARA ESTUDIANTES VOLUNTARIOS

Nombre [REDACTED] Número de estudiante: _____
Teléfono: [REDACTED] Correo Electrónico: [REDACTED]@urp.edu
Concentración y Facultad: Relaciones Públicas y Publicidad

Departamento dónde labora:

- Noticias
- Desarrollo
- Internet
- Tráfico y Continuidad
- Promociones
- Festival de Radio Amigos
- Operaciones Técnicas
- Unidad de Cine y Televisión

Expectativa de su experiencia como estudiante voluntario:

Horario disponible:

lunes	_____	viernes	<u>8:00 am - 4:00 p.m.</u>
martes	<u>8:00 am - 4:00 p.m.</u>	sábado	_____
miércoles	_____	domingo	_____
jueves	_____		

Habilidades e intereses:

(*Área para uso oficial)

Fecha que comenzó labores Agosto -2022 Fecha que culminó labores _____

Labores y responsabilidades:

Allegar a tiempo y notar por los estudios de grabación.

Supervisor(a): ALEXA B. SANTOS NIEVES Firma: Alexa B. Santos Nieves

ATTACHMENT G - TRANSLATED

UPR-DEG
PEAF-001-2023



Dean of Graduate Studies and Research (DEGI)
University of Puerto Rico, Río Piedras Campus

Data for the Registration of Participants1
Formative Academic Experiences Program (PEAF)

- Continuation
- Change/Amendment
- New

1. Name: [REDACTED]		2. Social Security: [REDACTED]	
		Student number: [REDACTED]	
3. Type of Formative Academic Experience:		4. FTE (P16) 1.0	5. Hours / Pay Period <input type="checkbox"/> 18 hrs week = 39 <input type="checkbox"/> 9 hours a week = 19.5
Research <input type="checkbox"/> Chair <input type="checkbox"/> Professional <input checked="" type="checkbox"/>		6. Prep. Acad. Highest (P23) <input checked="" type="checkbox"/> BA <input checked="" type="checkbox"/> MA <input type="checkbox"/> JD <input type="checkbox"/>	
7. Effective Date: (P16) Month <u>08</u> Day <u>16</u> Year <u>2022</u>		8. Completion Date: (P16) Month <u>05</u> Day <u>31</u> Year <u>2022</u>	
9. Student Data	P		
10. Work Group/Assignment Code	16	S	
11. Faculty, Department/ Dean's Office, Office	12	Faculty of Communication and Information	
12. Building	16	Radio University of Puerto Rico	
13. Living room or Laboratory	16	Audiovisual Media Archive	
14. Account(s) to be affected *if there are several accounts, use both lines	63	1st Account 20131.389.401.8053.220.000000000000.00	
		2nd Account	
15. FRS Number and Position	63	FRS 1 5-399228015	POS 1
		FRS 2	POS 2
16. Class of Service/Student	16	<input type="checkbox"/> Investigation (8052/8013) <input type="checkbox"/> Chair (8051/8011) <input checked="" type="checkbox"/> Professional (8053/8015)	
17. Scale / Rate	16	K999A	
18. Monthly / Bimonthly Economic Incentive	-----	1st account Monthly [REDACTED]	Biweekly [REDACTED]
		2nd account Monthly [REDACTED]	Biweekly [REDACTED]
19. Signatures		20. Observations	
Principal investigator* _____ Date _____		Contact person: [REDACTED] CERTIFICATION OF EXTERNAL FUNDS FOR TUITION: Provide project for tuition costs: ____ Yes ____ <input type="checkbox"/> <input type="checkbox"/> None If you answered Yes, please indicate the maximum Budget available for the period: \$ _____ Post Award Accountant Certification:	
Department or School Director _____ Date _____			
Jorge Santiago Pintor, Ph.D. Dean of the Faculty or Representative _____ Date _____			
Ivelisse Acevedo Moreno, Ed.D. Dean of Graduate Studies and Research or Representative _____ Date _____			

*If this agreement is subsidized with external or federal funds, it must have the approval of the main investigator of the project. If it does not have the signature, it will be returned to the unit.

¹ This form replaces the previous versions, which should not be used for said procedure.



UNIVERSIDAD DE
PUERTO RICO UPR • RIO
PIEDRAS
DECANATO DE ESTUDIANTES
OFICINA DE ASISTENCIA ECON6MICA

FEDERAL STUDY
AND WORK
PROGRAM

Contract Year

Academic Year: 2021-
2022

Date: September 5, 2021

Student number

Page 2

This allocation is subject to change by revision, availability of funds, and your maintaining the required eligibility criteria.

It is a requirement to be enrolled in a study program leading to an academic degree, except in non-school periods. Federal regulation requires us to withhold payments if you fail to comply with this requirement. It is the student's obligation to notify our office of partial withdrawals.

No student participating in the PET program may replace or be replaced by the employees of the office or department in which they work.

YOU MAY NOT OVERDRAW THE HOURS ASSIGNED IN EACH SEMESTER. THE MINIMUM HOURS ALLOWED IN A DAY SHALL BE ONE (1) HOUR. YOU CANNOT WORK MORE THAN 20 HOURS PER WEEK. MAY WORK UP TO A MAXIMUM OF FIVE (5) RUNNING HOURS. THIS DOES NOT APPLY TO NON-SCHOOL PERIODS.

In case of not complying with the assigned work and schedule. You will be responsible for notifying your supervisor and the coordinator of the Federal Work and Study Program as soon as possible.

Statement of Understanding on Federal Law, Family Educational Rights and Privacy Act of 1974.

By virtue of my employment at the UPR - RIO PIEDRAS. I may have access to documents that contain individually identifiable information of individuals and whose disclosure is prohibited by Federal Law, "Family Educational Rights and Privacy Act of 1974". I fully acknowledge that my disclosure of this information to any unauthorized person may result in criminal and civil penalties imposed by law.

I understand that such unauthorized disclosure violates Institutional Policy and constitutes Just Cause for disciplinary action, including termination of my employment, with respect to criminal and civil penalties.

Cordially,
Maria Cabria
Program Coordinator for Federal Work-Study

I accept the responsibility to supervise the student and prevent the student from exceeding the assigned hours. Should this occur, it will be the responsibility of the department and/or deanship for which the student works, to pay the excess hours worked.

By signing below, I declare that I have read, understood and accepted the foregoing. I agree to comply with the security and confidentiality of the information I access.


DEAN OF ADMINISTRATION
JOURNAL WORK PROGRAM


Certification of Student to Journal

Yo,  Certifico que:
(Nombre del Estudiante)

- I am a regular student of the Rfo Piedras Campus
- I am enrolled in a regular study program, leading to an academic degree; according to the level, year and requirements established by the faculty where I was admitted
- I will perform work only under the Daily Work Program, in the authorized work day and at a previously established schedule; be with the immediate supervisor or the Program Coordinator
- I was told not to be able to participate in other employment programs (Study and Work, Teaching Assistant, Passport)
- I will work in a single faculty, department or office and I will earn from one single budget account
- I will report any change that occurs in the situations described above so that it can be determined if I stop participating in the Work Program to Jomal.

Hoy 21..1 de enero de 2022- , Piedras River, Puerto Rico..


(Firma)

801- 
(Número de Estudiante)

I attest that the student of reference read and certified this document in my presence.




(Post Title)

Faculty or Administrative Office

PET authorization

[REDACTED] @upr.edu>

Fri 9/9/2022 3:29 PM

To: [REDACTED] @upr.edu

Cc: Maria Colon <maria.colon31@upr.edu>; Migdalia Acevedo <migdalia.acevedo@upr.edu>

Cheers:

You are authorized to start working as of Monday, September 12, 2022.

Much success.

Always to order.

Nathalia S. Mere Rodríguez

Study and Work Program Coordinator (PET)
Economic Aid Office Dean of
Students Río Piedras Campus
(787) 764-0000 x. 86104

STUDENT VOLUNTEER FORM

Nombre: [Redacted] Número de estudiante: 801-[Redacted]
Teléfono: [Redacted] Correo Electrónico: [Redacted]

Department where you work:

- News
- Developing
- Internet
- Traffic and Continuity
- promotions
- Radio Friends Festival
- Technical Operations
- Film and Television Unit

Expectativa de su experiencia como estudiante voluntario:

Poder adquirir conocimiento y un mejor desarrollo

Hours available::

Monday _____ Friday dependiendo del día
Tuesday _____ Saturday _____
Wednesday _____ Sunday _____
Thursday _____

Habilidades e intereses:

Me gusta leer, soy músico, me gusta hablar, sé utilizar diversas plataformas digitales. Logro adaptarme a cualquier ambiente o tarea.

(Area para uso oflc/a)

Date work began _____, Date that completed work _____

Tasks and responsibilities:

Supervisor(a): Charles P. [Signature]

Firma: ""-T-(-.U..L..C.,.....;:;-""

Student Volunteer Form

Department where you work:

News_

Developing

Internet

Traffic and Continuity

promotions

_ Radio Friends Festival

X technical operations

_ Film and Television Unit

Expectation of your experience as a student volunteer:

Available hours:

Monday

Friday

Tuesday

8:00 am - 4:00 pm.

Saturday

Wednesday

Sunday

Thursday

skills and interests:

(*Area for official use)

Date work began – August 2022

Date that completed work _____

tasks and responsibilities

Supervisor(a):

Signature:

ATTACHMENT H

Visita a Radio Universidad



From: [REDACTED]
Sent: Friday, February 4, 2022 12:02 PM
To: Jose R Ortiz Valladares <jose.ortiz3@upr.edu>; NILKA M. FALU SANCHEZ <nilka.falu@upr.edu>
Cc: [REDACTED]
Subject: Visita a Radio Universidad

Buenos días,

De parte del Programa Talent Search lxs orientadores [REDACTED] empezamos a coordinar una visita al recinto la logista está sujeta a cambios según la disponibilidad de los recursos dentro del recinto. Dicho eso estamos estimando llevar 65 estudiantes por día entre los grados de 7mo – 9no Estamos coordinando la actividad para que puedan visitar otras áreas del recinto simultáneamente, por lo que de esos 65 estudiantes se dividirán en 4 grupos. Cada grupo tendría 16 personas entre los estudiantes y 1 orientador. Los días que estamos considerando sería el **18 de marzo, 25 de marzo y el 1 de abril**. La actividad duraría de 9:00am - 12:00pm. Los estudiantes estarían en cada estación de 45min y 15min para llegar a la próxima estación.

Cualquier duda o pregunta, quedo a la orden

[REDACTED]
Asistente de Orientación
Programa TRIO Talent Search
Universidad de Puerto Rico
Recinto de Río Piedras
Teléfono: (787)-640-000 Ext. 88954





[Redacted]@upr.edu>

May 2, 2022, 10:50 AM ☆ ↶ ⋮

to me, NILKA ▾

🌐 Spanish ▾ > English ▾ [Translate message](#)

[Turn off for: Spanish](#) x

Espero se encuentren bien, al igual que todo el staff de Radio Universidad.

No se imaginan cuan agradecida estoy con ustedes por la acogida que siempre les dan a nuestros estudiantes. El Afecto, entrega y profesionalismo que le inyectan a las **visitas** que realizamos cada año.

No puedo dejar de mencionar y agradecer al [Redacted] que entusiasma y motiva a los estudiantes a continuar estudios post secundarios, cada vez que visitamos su centro.

Respecto a la próxima **visita**, lamento informarles que la escuela me cambio la fecha por las pruebas Meta. Los estudiantes estarían visitando Radio Universidad el día 24 de mayo a la 1 pm. Espero contar con su acostumbrado apoyo.

Quedo a la espera de su respuesta.

Lindo día,

[Redacted]

Consejera

Programa TRIO Talent Search

Universidad de Puerto Rico

Río Piedras

Telefono: 7877640000 Extension 88955



Attachment H Translated

Visit to radio university

From:

Sent: Friday, February 4, 2022 12:02 pm

To: Jose R. Ortiz Valladares jose.ortiz3@upr.edu ; Nilka M. Falu Sanchez nilka.falu@upr.edu

Cc:

Subject: Visit to radio university

Good day,

On behalf of the Talent Search Program, the counselors began to coordinate a visit to the campus. The logistician is subject to changes according to the availability of resources within the campus. That being said, we are estimating to carry 65 students per day between the 7th -9th grades We are coordinating the activity so that they can visit other areas of the campus simultaneously, so that those 65 students will be divided into 4 groups. Each group would have 16 people among the students and 1 counselor. The days that we are considering would be March 18, March 25 and April 1. The activity lasts from 9:00 am - 12:00 pm. Students would be at each station 45 min and 1 min to get to the next station.

Any doubt or question, I remain at your service

orientation assistant

Trio Talent Search Program

University of Puerto Rico

Piedras river enclosure

Telephone: 787/640/000 Ext. 88954

I hope you are well, like all the staff of Radio Universidad.

You can't imagine how grateful I am to you for the welcome you always give our students. The affection, dedication and professionalism that they inject into the visits we make every year.

I cannot fail to mention and thank the one who excites \ ' motivates students to continue post-secondary studies, every time we visit his center.

Regarding the next visit, I am sorry to inform you that the school changed the date for the Meta tests. I studied them before they would be visiting Radio Universidad on May 24 at 1 pm. I hope to have your usual support. I await your response.

ATTACHMENT I

Decanato Auxiliar de Asuntos Estudiantiles

Informe de recorridos y otras iniciativas con Radio Universidad
Preparado por Héctor Aponte Alequín, Ph.D., decano auxiliar
21 de septiembre de 2022

Como parte de las metas trazadas para el año académico 2022-2023, a partir del avalúo realizado en el informe de logros de 2021-2022, el Decanato Auxiliar de Asuntos Estudiantiles se propuso integrar Radio Universidad a los esfuerzos de orientación y oportunidades de crecimiento de éxito estudiantil.

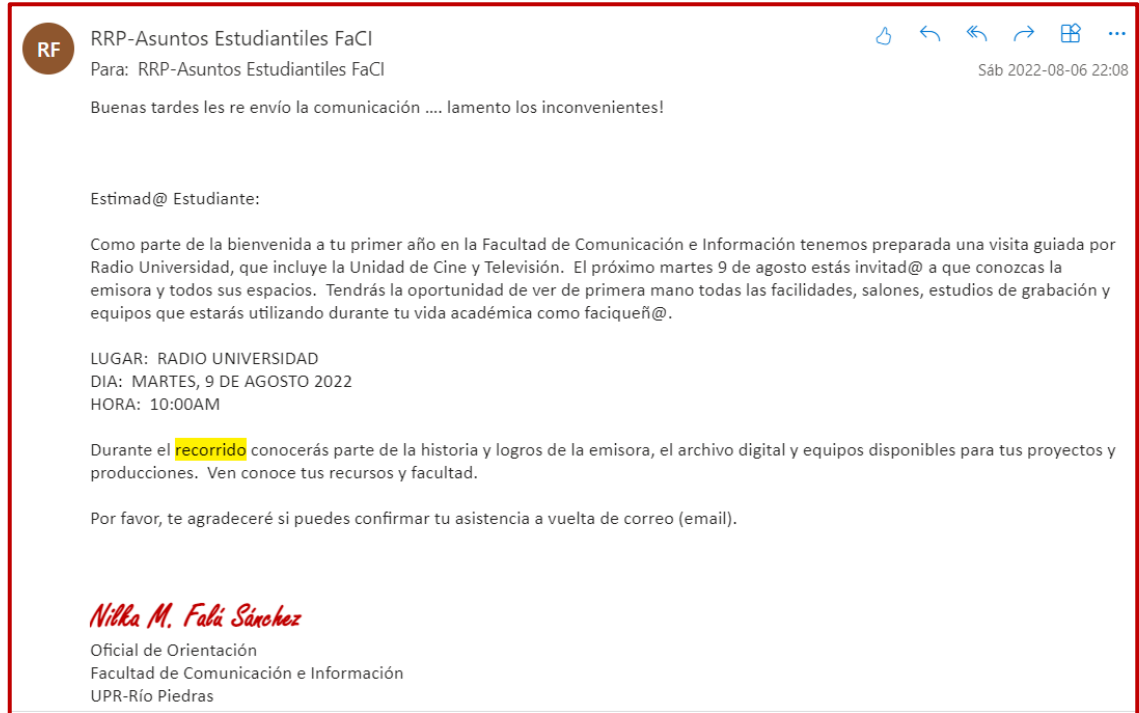
A esos efectos, se han concretado las siguientes iniciativas durante el primer semestre 2022-2023:

- Publicación, en redes sociales de la FaCI y página web, del documental *Las ondas de la torre: Historia reciente de Radio Universidad de Puerto Rico*, preparado por estudiantes del curso *capstone* COPU 4045, Seminario Avanzado en Comunicación: <https://faci.uprrp.edu/blog/2022/06/24/documental-retrata-la-grandeza-de-radio-universidad-de-puerto-rico/>
- Integración de ese documental en la orientación a estudiantes de nuevo ingreso en agosto 2022- Se proyectó para estudiantes y familiares que llegaron temprano, durante el periodo de registro, al anfiteatro 1 de la Facultad de Estudios Generales, donde ocurrió la actividad el 3 de agosto de 2022.
- Participación de Isabel Pichardo, coordinadora de Desarrollo de la estación, en esa actividad de orientación del 3 de agosto, para informar a los estudiantes sobre la historia, recursos, alcance y oportunidades de la emisora:



Isabel Pichardo, coordinadora de Desarrollo de Radio Universidad, orientó a los estudiantes de nuevo ingreso el 3 de agosto de 2022.

- Recorridos guiados por la estación
 - Del 8 al 12 de agosto
 - Participaron 18 estudiantes de la Facultad
 - Se les envió el siguiente mensaje, al que confirmaron:



Con estas actividades y participación de personal de la emisora en eventos de la Facultad se espera que Radio Universidad aumente la pertinencia que ya tiene en la formación académica y extracurricular de nuestra matrícula.

Preparado por:

21 sept. 2022

Héctor Aponte Alequín, Ph.D.
Decano auxiliar de asuntos estudiantiles
Facultad de Comunicación e Información

3 agosto

2022 - Ant. 1

Generales

LISTA ESTUDIANTES NUEVO INGRESO 2022

FACULTAD DE COMUNICACIÓN E INFORMACIÓN

NUMERO DE ESTUDIANTE	NOMBRE ESTUDIANTE	FAC	DEG	CONC	FIRMA
801-22-4		CP	BCO	REPU	
801-22-8		CP	BCO	COMA	
801-22-7		CP	BCO	COMA	
801-22-2		CP	BCO	INFP	
801-22-6		CP	BCO	COMA	
801-22-7		CP	BCO	COMA	
801-22-9		CP	BCO	COMA	
801-22-9		CP	BCO	REPU	
801-22-1		CP	BCO	INFP	
801-22-8		CP	BCO	REPU	
801-22-4		CP	BCO	REPU	
801-22-7		CP	BCO	REPU	
801-22-0		CP	BCO	REPU	
801-22-4		CP	BCO	COMA	
801-22-9		CP	BCO	INFP	
801-22-2		CP	BCO	COMA	
801-22-4		CP	BCO	INFP	
801-22-2		CP	BCO	COMA	
801-22-7		CP	BCO	INFP	
801-22-0		CP	BCO	COMA	
801-22-5		CP	BCO	COMA	
801-22-5		CP	BCO	INFP	
801-22-9		CP	BCO	REPU	
801-22-8		CP	BCO	INFP	
801-22-2		CP	BCO	REPU	
801-22-6		CP	BCO	INFP	
801-22-8		CP	BCO	REPU	
801-22-0		CP	BCO	INFP	
801-22-4		CP	BCO	COMA	
801-22-1		CP	BCO	COMA	
801-22-2		CP	BCO	INFP	
801-22-3		CP	BCO	REPU	

ATTACHMENT -Translated

Assistant Dean for Student Affairs Report

on tours and other initiatives with Radio Universidad Prepared
by Héctor Aponte Alequín, Ph.D., assistant dean September
21, 2022

As part of the goals set for the 2022-2023 academic year, based on the assessment made in the 2021-2022 achievement report, the Assistant Dean for Student Affairs proposed to integrate Radio Universidad into the orientation efforts and growth opportunities of student success.

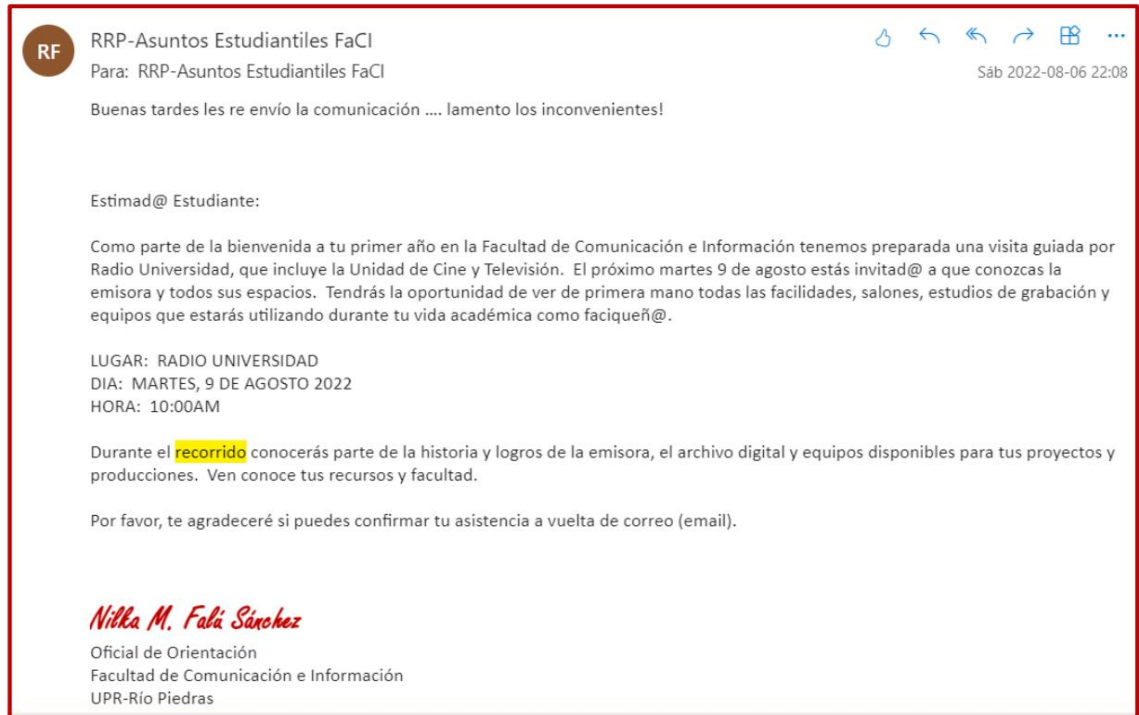
To this end, the following initiatives have been carried out during the first semester 2022-2023:

- Publication, on FaCI's social networks and website, of the documentary *Las ondas de la torre: Recent history of Radio Universidad de Puerto Rico*, prepared by students of the COPU 4045 capstone course , Advanced Communication Seminar: <https://faci.uprrp.edu/blog/2022/06/24/documentary-portrays-the-greatness-of-radio-university-of-puerto-rico/>
- Integration of this documentary in the orientation of new students in August 2022- It was screened for students and family members who arrived early, during the registration period, at amphitheater 1 of the Faculty of General Studies, where the activity took place on August 3, 2022.
- Participation of Isabel Pichardo, Development coordinator of the station, in that orientation activity on August 3, to inform students about the history, resources, scope and opportunities of the station:



Isabel Pichardo, coordinator
Radio Development
University, oriented new
students on August 3, 2022.

- Guided tours of the station o From August 8 to 12 o 18 students from the Faculty participated o The following message was sent to them, to which they confirmed:



With these activities and the participation of station personnel in Faculty events, it is expected that Radio Universidad will increase the relevance it already has in the academic and extracurricular training of our enrollment.

Prepared by:

Sept 21 2022

Hector Aponte Alequin, Ph.D.
Assistant Dean of Student Affairs
Faculty of Communication and Information

3 agosto 2022 - Ant. 1 Generales

LISTA ESTUDIANTES NUEVO INGRESO 2022

FACULTAD DE COMUNICACIÓN E INFORMACIÓN

NUMERO DE ESTUDIANTE	NOMBRE ESTUDIANTE	FAC	DEG	CONC	FIRMA
801-22-4		CP	BCO	REPU	
801-22-8		CP	BCO	COMA	
801-22-7		CP	BCO	COMA	
801-22-2		CP	BCO	INFP	
801-22-6		CP	BCO	COMA	
801-22-7		CP	BCO	COMA	
801-22-9		CP	BCO	COMA	
801-22-9		CP	BCO	REPU	
801-22-1		CP	BCO	INFP	
801-22-8		CP	BCO	REPU	
801-22-4		CP	BCO	REPU	
801-22-7		CP	BCO	REPU	
801-22-0		CP	BCO	REPU	
801-22-4		CP	BCO	COMA	
801-22-9		CP	BCO	INFP	
801-22-2		CP	BCO	COMA	
801-22-4		CP	BCO	INFP	
801-22-2		CP	BCO	COMA	
801-22-7		CP	BCO	INFP	
801-22-0		CP	BCO	COMA	
801-22-5		CP	BCO	COMA	
801-22-5		CP	BCO	INFP	
801-22-9		CP	BCO	REPU	
801-22-8		CP	BCO	INFP	
801-22-2		CP	BCO	REPU	
801-22-6		CP	BCO	INFP	
801-22-8		CP	BCO	REPU	
801-22-0		CP	BCO	INFP	
801-22-4		CP	BCO	COMA	
801-22-1		CP	BCO	COMA	
801-22-2		CP	BCO	INFP	
801-22-3		CP	BCO	REPU	

ATTACHMENT J

CPB's New Interface to Add and Edit Users in EVERFI

TrainingCSG <trainingcsg@cpb.org>

Wed 20/04/2022 3:56 PM

📎 5 attachments (1 MB)

EVERFI Instructions for Administrators - FY 2022.pdf; EVERFI Instructions for Individual Users - FY 2022.pdf; Instructions for CPB's EVERFI Extension - FY 2022.pdf; Pulling a Training Progress Report on EVERFI - FY 2022.pdf; EVERFI Email Template for Admins to Staff.docx;

Date: April 20, 2022
To: Heads of Grantees, Training Administrators
From: Brittany Lee, Project Coordinator
Re: CPB's New Interface to Add and Edit Users in EVERFI

CPB will launch its next round of harassment and bias prevention training (HBPT) through EVERFI on **Monday, May 2**. If you have already opted out of using this program, please disregard this email. As we prepare to launch this next round of training, we are giving training administrators time to update their station's profile and list of active employees. CPB has created a new [interface](#) that will allow training administrators in EVERFI to add and edit users. This will also allow you to deactivate and reactivate users in the system.

Please review the attached instructions on how to access and use this new interface to update your users before Friday, April 29.

Please note: this new interface is only accessible to secondary administrators listed in the [EVERFI platform](#). This does not replace accessing your training progress report or completing your training assignment, which both must be done through EVERFI (instructions attached). If you have forgotten your password to EVERFI, please click the "Forgot Password?" link on the login page to receive a temporary link to update your password. If someone else should be assigned as training administrator to ensure that employees complete their annual HBPT requirement, please contact trainingcsg@cpb.org.

How to Access EVERFI Training for the First Time:

If your station did not previously register for the EVERFI training provided by CPB, but you would like to access it, please contact trainingcsg@cpb.org and we will work with you to set up your account.

How to Discontinue Using EVERFI Training:

If your station does not plan to use the EVERFI training this year, and you have NOT notified us, please email us immediately at trainingcsg@cpb.org.

Please update your station's users in EVERFI by Friday, April 29. Unless we hear from you, your staff will automatically receive the lesson assignment for harassment and bias prevention training from EVERFI on Monday, May 2.

We have also attached guides to assist in navigating the EVERFI platform, both for administrators and users, as well as an email template to contact your staff prior to the launch.

Harassment and bias prevention training that is completed by **September 30, 2022**, will qualify your station for its fiscal year 2023 CSG award that will be released in early November. CSG recipients are subject to non-compliance penalties for failure to complete this annual training requirement. CPB adopted the CSG Non-compliance Policy to encourage grantees to comply with the applicable provisions governing their CSG and the Communications Act. Failure to comply with these requirements subjects the CSG recipient to a \$1,000 penalty per incident.

If you have questions, please review the [information \(including Frequently Asked Questions\)](#) on this program and the CSG annual HBPT requirement. You may send any additional questions to trainingcsg@cpb.org. Please be sure to include your station's call letters and/or grantee four-digit ID.



Preventing Harassment and Discrimination: Gateway

THIS CERTIFIES THAT

Isabel Pichardo

completed the following course:

Preventing Harassment and Discrimination: Gateway

06-13-2022
Corporation for Public Broadcasting

AWARDED BY **EVERFI**



Preventing Harassment and Discrimination: Gateway

THIS CERTIFIES THAT

Sara Cruz

completed the following course:

Preventing Harassment and Discrimination: Gateway

07-13-2022
Corporation for Public Broadcasting

AWARDED BY **EVERFI**



Preventing Harassment and Discrimination: Gateway

THIS CERTIFIES THAT

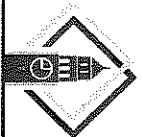
Isabel Pichardo

completed the following course:

Preventing Harassment and Discrimination: Gateway

06-13-2022
Corporation for Public Broadcasting

AWARDED BY **EVERFI**



**Educación Continua
y Estudios Profesionales**
UPR-PP

La Universidad de Puerto Rico, Recinto de Río Piedras,
confiere el presente certificado a

MARIA S COLON CRUZ

Como constancia de haber culminado la certificación profesional

Prevención del Hostigamiento Sexual, Violencia Doméstica, Discrimen y Equidad en el Empleo

(4 horas contacto - modalidad en línea)

Otorgado en San Juan, Puerto Rico el 31 de enero de 2022

Josué Hernández Alvarez, Ed.D.
Director Ejecutivo



ATTACHMENT J - Translated

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TrainingCSG <trainingcsg@cpb.org>

Wed 04/20/2022 3:56 PM

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Date: April 20, 2022

To: ~~From: Bureau of Civil Rights, Cambridge, MA~~ CPB's

New Interface to Add and Edit Users in EVERFI CPB will

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06-13-2022
Corporation for Public Broadcasting

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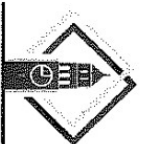
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Preventing Harassment and Discrimination: Gateway

06-13-2022

Corporation for Public Broadcasting

AWARDED BY **EVERFI**



**Educación Continua
y Estudios Profesionales**
DPPR-RPP

La Universidad de Puerto Rico, Recinto de Río Piedras,
confiere el presente certificado a

MARIA S COLON CRUZ


Como constancia de haber culminado la certificación profesional

Prevención del Hostigamiento Sexual, Violencia Doméstica, Discrimen y Equidad en el Empleo

(4 horas contacto - modalidad en línea)

Otorgado en San Juan, Puerto Rico el 31 de enero de 2022




Josué Hernández Álvarez, Ed.D.
Director Ejecutivo

The University of Puerto Rico, Ríos Piedras Campus, confers this certificate to

Maria S Colon Cruz

As Proof of Having Completed the Professional Certification

Prevention of Sexual Harassment, Domestic Violence, Discrimination and Employment Equity

(4 contact hours - online modality)

Granted in San Juan, Puerto Rico on January 31, 2022

ATTACHMENT K

7 de agosto de 2020

R-2021-07
SEÑORAS RECTORAS Y SEÑORES RECTORES




Jorge Haddock

ENMIENDA - DIRECTRICES DE APLICACIÓN UNIFORME PARA LAS ACCIONES DE PERSONAL EN LA UPR COMO PARTE DE LAS MEDIDAS DIRIGIDAS PARA EL CONTROL FISCAL

En cumplimiento con el Plan Fiscal para la Universidad de Puerto Rico (Plan Fiscal) y ante el panorama de estrechez financiera al cual estará sujeta nuestra institución, autorizo las siguientes acciones de personal:

- I. **Acciones de personal permitidas a las Rectoras y Rectores**
 - A. **Avisos de empleo** para el reclutamiento de empleados docentes y no docentes, bajo **nombramiento especial**, con fondos de procedencia extrauniversitaria.
 - B. **Nombramientos especiales** con fondos de **procedencia extrauniversitaria**; la recurrencia de estos nombramientos **no está garantizada**. Cada unidad será responsable de certificar la existencia de dichos fondos.
 - C. **Nombramientos temporeros docentes** (hasta un máximo de 4 años, según dispone el *Reglamento General*), a tarea parcial, contratos de servicios y bonificaciones para el personal docente por realizar funciones administrativas.
 - D. **Nombramientos sustitutos** para el personal docente y no docente, y las renovaciones para este tipo de nombramiento.
 - E. **Nombramientos de confianza**. Estarán permitidos aquellos puestos creados en el Plan de Confianza y que hayan sido previamente aprobados por el presidente, de conformidad con las directrices emitidas por parte de

Administración Central
Jardín Botánico Sur
1187 Calle Flamboyán
San Juan, Puerto Rico
00926-117
(787) 250-0000
Fax (787) 250-6120

la Oficina de Recursos Humanos de la Administración Central. Nombramientos adicionales o cambios en sueldo para los vigentes deberán contar con la autorización del presidente.

- F. **Nombramientos temporeros** con cargo al fondo general para el personal no docente, para atender necesidades especiales del servicio, como son las alzas imprevistas y ocasionales en el volumen del trabajo. Este nombramiento no debe ser la antesala a un nombramiento probatorio o permanente, a menos que éste se logre mediante el procedimiento regular que establece el *Reglamento General de la Universidad de Puerto Rico*. No se otorgarán nombramientos temporeros para realizar funciones recurrentes, con cargo al fondo general o a fondos extrauniversitarios. Este nombramiento podrá ser otorgado por el periodo de tres meses. De ser necesaria la extensión o renovación, deberá contar con la autorización del presidente.
- G. **Reclasificaciones de puestos por evolución o cambio sustancial en funciones y deberes**, independientemente si el empleado está afiliado o no a una organización sindical.
- H. **Diferenciales en sueldo, compensaciones adicionales e incentivos a personal no docente, como medida extrema y excepcional**, luego de la evaluación correspondiente por parte de la Oficina de Recursos Humanos de cada unidad. En los casos de bonificación por preparación académica, aumentos por años de servicios (quinquenios) e interinatos se podrán procesar según corresponda.
- I. **Ajuste salarial al sueldo base del personal docente sufragado por fondos externos**. Cada unidad deberá asegurarse de certificar que cuenta con los fondos externos necesarios para cubrir estos compromisos.
- J. **Pago global de licencia ordinaria y por enfermedad**. Se autoriza el pago hasta un máximo de 60 y 90 días respectivamente, por jubilación, retiro por incapacidad ocupacional y no ocupacional, renuncia o terminación de nombramiento, según corresponda.
- K. **Exceso de licencia ordinaria y por enfermedad**. Se ratifica que **no se autoriza** el pago por concepto de exceso de licencia ordinaria y licencia por enfermedad a ningún empleado, independientemente de la clasificación del puesto.
- L. **Periodo probatorio o reinstalaciones**. Se autoriza los cambios o acciones de personal, como resultado de haber completado satisfactoriamente el

período probatorio; y las separaciones o reinstalaciones durante o al final del periodo probatorio por no haber aprobado el mismo.

- M. **Licencia extraordinaria.** Se podrá otorgar, con la debida justificación, licencia extraordinaria con o sin sueldo o en servicio y la reinstalación como resultado de haber concluido la misma. Se reconocerán todos los quinquenios y aumentos de sueldo a los empleados que se acojan a cualquier licencia extraordinaria o que se reinstalen a su puesto, conforme al marco reglamentario vigente.
1. De igual manera, se podrán efectuar cambios en salario a empleados de confianza que sean reinstalados a sus puestos de carrera. A éstos se le reconocerán todos los quinquenios y aumentos en sueldo que le correspondan.
- N. **Horas extras.** Previo a la realización de tareas adicionales a la jornada regular de trabajo por parte de los empleados, la autoridad nominadora de la unidad institucional o un representante autorizado podrá autorizar la adjudicación de tiempo compensatorio y pago de horas extras, siempre que existan las justificaciones correspondientes para las tareas y servicios que se soliciten. El tiempo compensatorio no se convertirá en una tercera licencia.
1. Para evitar el gasto oneroso que resulta el pago de horas extras, se establecen varias medidas que le permitirán utilizar los recursos económicos de forma eficiente:
 - a. Establecer un plan para que los empleados disfruten el tiempo compensatorio dentro del periodo reglamentario;
 - b. Establecer planes de trabajo que permitan anticipar aquellas tareas y labores que podrían requerir que el empleado trabaje tiempo adicional para atender proyectos o asignaciones con fecha límite;
 - c. Evaluar la posibilidad de aplicar horarios escalonados para mejorar la eficiencia administrativa. Para esto último se exige observar y cumplir con el *Reglamento General de la Universidad de Puerto Rico* y con las disposiciones establecidas en las *Reglas y Condiciones de Trabajo Suplementarias a la Reglamentación Vigente*.
- O. **Nombramientos especiales.** Como es de su conocimiento, los nombramientos especiales son sufragados por fondos externos, y para ellos

se podrán conceder retribuciones mayores (niveles intermedios) que las dispuestas en la escala de retribución para el personal no docente, cuando los mecanismos usuales no provean opciones y los méritos del caso, debidamente documentado, así lo justifiquen. Esta disposición se comunicó el **11 de septiembre de 2007 por parte de la Oficina de Recursos Humanos de la Administración Central, la cual se reitera por este medio.**

II. Otras acciones de personal que requieren la aprobación del Presidente:

- A. **Niveles intermedios.** Los niveles intermedios, por concepto de mérito, retención, difícil reclutamiento, destrezas especiales, entre otras, deberán contar con la autorización del presidente.
- B. **Convocatorias.** Como norma general, no se autoriza la emisión de convocatorias. Solamente se podrán emitir convocatorias cuando medien las siguientes circunstancias excepcionales que las justifiquen:
 - 1. Reclutamiento de personal docente de alta prioridad institucional, según se desprende del Plan de Reclutamiento de Docentes (estudio de necesidad) de la unidad siguiendo las premisas establecidas por la Vicepresidencia en Asuntos Académicos e Investigación;
 - 2. Proveer un servicio directo y esencial al estudiante;
 - 3. **Requerimiento indispensable e imprescindible** para asegurar el cumplimiento de las agencias acreditadoras;
 - 4. Para sustituir servicios que con anterioridad fueron provistos mediante subcontratación, cuando se pueda probar que esto redundará en un ahorro neto, considerando todos los costos relativos entre ambas opciones;
 - 5. En cumplimiento con requerimientos específicos o en virtud de alguna legislación estatal o federal para ocupar un puesto.

Con el objetivo de aumentar el empleo de personal docente según establecido en el Plan Fiscal, revisado para el periodo del 2020-2024, y mantener el alto nivel de calidad educativa que nos caracteriza, se autoriza el aumento anual del tres por ciento (3%) en la nómina para este personal mediante el reclutamiento de profesores. Este aumento anual se incluirá en el presupuesto de cada unidad como una asignación para nuevas contrataciones.

Las necesidades de capital humano deben estar enmarcadas en el plan de reclutamiento y presupuesto de cada unidad como un gasto recurrente. Cuando sea necesario ocupar un puesto vacante, como primera alternativa, la unidad utilizará el mecanismo de traslado, destaque de empleados regulares, reclasificación o nombramiento conjunto.

- Se autoriza a la Oficina de Recursos Humanos y a la Oficina de Presupuesto de la Administración Central a trabajar con las unidades en la implementación de los parámetros establecidos en el Plan Fiscal.

C. Como parte de la solicitud al presidente, la unidad deberá incluir:

1. Una justificación con amplios datos y análisis, incluyendo las evidencias que sustentan la aplicabilidad de las circunstancias excepcionales descritas en la Sección II-B, y su beneficio en el área programática afectada.
2. Certificación y análisis de la Oficina de Recursos Humanos de la unidad, que establezca que no es posible cubrir el puesto mediante los mecanismos reglamentarios antes señalados.
3. Certificación emitida por la Oficina de Presupuesto de la unidad solicitante, sobre la disponibilidad de fondos con el número de cuenta contra la cual se sufragará la transacción. La certificación debe indicar que la unidad no proyecta sobregiro en el total de su presupuesto.

Es responsabilidad del rector o rectora de cada unidad mantener los controles y mecanismos necesarios para asegurar la sana administración y la mejor utilización de los recursos, conforme a las leyes, reglamentos y normas aplicables. Además, la autoridad nominadora de cada unidad asumirá total responsabilidad por las transacciones delegadas, deberán cumplir con todo lo establecido en este documento, y a su vez mantener el uso del presupuesto autorizado sin exceder las asignaciones otorgadas a cada unidad. Cualquier nombramiento en contravención a lo aquí dispuesto será nulo.

Estas directrices son efectivas, de manera inmediata, y enmiendan el Seriado R-1819-20 del 28 de febrero de 2019.

Agradezco el fiel cumplimiento de todo lo anterior.

ATTACHMENT K - Translated

August 7, 2020

**R-2021-07
LADIES DIRECTORS AND GENTLEMEN DIRECTORS**



George Haddock



**AMENDMENT - UNIFORM APPLICATION GUIDELINES FOR
PERSONNEL ACTIONS IN THE UPR AS PART OF THE MEASURES
DIRECTED FOR FISCAL CONTROL**

In compliance with the Fiscal Plan for the University of Puerto Rico (Fiscal Plan) and given the panorama of financial constraints to which our institution will be subject, I authorize the following personnel actions:

I. Personnel actions allowed to the Directors

- A. **Job notices** for the recruitment of teaching and non-teaching employees, under **special appointment**, with funds from extra-university sources.
- B. **Special appointments** with **source** funds _____ **extra-university**; the recurrence of these appointments **is not guaranteed**. Each unit will be responsible for certifying the existence of said funds.
- C. **Temporary teaching appointments** (up to a maximum of 4 years, as provided in the *General Regulations*), part-time assignments, service contracts, and bonuses for teaching staff for performing administrative functions.
- D. **Substitute appointments** for teaching and non-teaching staff, and renewals for this type of appointment.
- E. **Trust Appointments**. Those positions will be allowed created in the Trust Plan and that have been previously approved by the president, in accordance with the guidelines issued by

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R-2021-07

LADIES DIRECTORS AND GENTLEMEN DIRECTORS

Page 2

August 7, 2020

the Human Resources Office of the Central Administration.

Additional appointments or changes in salary for those in force must have the authorization of the president.

F. Temporary appointments charged to the general fund for non-teaching personnel, to meet special service needs, such as unforeseen and occasional increases in the volume of work. This appointment should not be the prelude to a probationary or permanent appointment, unless it is achieved through the regular procedure established by the *General Regulations of the University of Puerto Rico*.

Temporary appointments will not be granted to perform recurring functions, charged to the general fund or extra-university funds. This appointment may be granted for a period of three months. If the extension or renewal is necessary, it must have the authorization of the president.

G. Reclassification of positions due to evolution or substantial change in functions and duties, regardless of whether or not the employee is affiliated with a union organization.

H. Salary Differentials, Additional Compensation, and Employee Incentives non-teaching staff, as an extreme and exceptional measure, after the corresponding evaluation by the Human Resources Office of each unit. In the cases of bonuses for academic preparation, increases for years of service (quinquenniums) and interim periods may be processed as appropriate.

I. Salary adjustment to the base salary of teaching staff paid by external funds. Each unit must ensure that it certifies that it has the necessary external funds to cover these commitments.

J. Global payment for ordinary and sick leave. Payment is authorized up to a maximum of 60 and 90 days, respectively, for retirement, retirement due to occupational and non-occupational disability, resignation or termination of appointment, as appropriate.

K. Excess regular and sick leave. It is ratified that the payment for excess ordinary leave and sick leave **is not authorized** to any employee, regardless of the job classification.

L. Probationary period or reinstatements. Changes or actions of personnel are authorized, as a result of having satisfactorily completed the

R-2021-07

LADIES DIRECTORS AND GENTLEMEN DIRECTORS

Page 3

August 7, 2020

probationary period; and separations or reinstatements during or at the end of the probationary period for not having approved it.

M. Extraordinary license. Extraordinary leave with or without pay or service may be granted, with due justification, and reinstatement as a result of having concluded it. All five-year terms and salary increases will be recognized for employees who take any extraordinary leave or who are reinstated to their position, in accordance with the current regulatory framework.

1. Likewise, salary changes may be made to employees of trust that they be reinstated in their career positions. They will be recognized for all five-year periods and salary increases that correspond to them.

N. Overtime. Prior to carrying out additional tasks to the day regular work by the employees, the appointing authority of the institutional unit or an authorized representative may authorize the award of compensatory time and payment of overtime, provided that there are the corresponding justifications for the tasks and services requested. Compensatory time will not be converted to a third leave.

1. In order to avoid the onerous expense resulting from the payment of overtime, several measures are established that will allow you to use economic resources efficiently:
 - a. Establish a plan for employees to enjoy compensatory time within the statutory period;
 - b. Establish work plans that allow anticipating those tasks and tasks that could require the employee to work additional time to attend to projects or assignments with a deadline;
 - c. Evaluate the possibility of applying staggered schedules to improve administrative efficiency. For the latter, it is required to observe and comply with the *General Regulations of the University of Puerto Rico* and with the provisions established in the *Supplementary Work Rules and Conditions to the Current Regulations*.

O. Special Appointments. As you are aware, the special appointments are paid for by external funds, and for them

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Higher remunerations (intermediate levels) may be granted than those set forth in the remuneration scale for non-teaching personnel, when the usual mechanisms do not provide options and the merits of the case, duly documented, justify it. This provision was communicated on **September 11, 2007 by the Human Resources Office of the Central Administration, which is reiterated by this means.**

II. Other personnel actions that require the approval of the President:

- A. **Intermediate levels.** Intermediate levels, due to merit, retention, difficult recruitment, special skills, among others, must have the authorization of the president.
- B. **Summons.** As a general rule, the issuance of calls. Calls may only be issued when the following exceptional circumstances justify them:
1. Recruitment of high-priority institutional teaching staff, according to the Teacher Recruitment Plan (study of need) of the unit following the premises established by the Vice Presidency for Academic Affairs and Research;
 2. Provide a direct and essential service to the student;
 3. **Indispensable and essential requirement** to ensure the compliance with accrediting agencies;
 4. To replace services that were previously provided by subcontracting, when it can be proven that this results in net savings, considering all the relative costs between both options;
 5. In compliance with specific requirements or under any state or federal legislation to fill a position.

With the objective of increasing the employment of teaching personnel as established in the Fiscal Plan, revised for the 2020-2024 period, and maintaining the high level of educational quality that characterizes us, an annual increase of three percent (3%) on the payroll for these staff by recruiting teachers. This annual increase will be included in each unit's budget as an allowance for new hires.

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Human capital needs must be framed in the recruitment plan and budget of each unit as a recurring expense.

When it is necessary to fill a vacant position, as a first alternative, the unit will use the mechanism of transfer, placement of regular employees, reclassification or joint appointment.

- The Office of Human Resources and the Office of Budget of the Central Administration to work with the units in the implementation of the parameters established in the Fiscal Plan.

C. As part of the request to the president, the unit must include:

1. A justification with extensive data and analysis, including evidence supporting the applicability of the exceptional circumstances described in Section II-B, and their benefit in the affected program area.
2. Certification and analysis of the Human Resources Office of the unit, which establishes that it is not possible to fill the post through the aforementioned regulatory mechanisms.
3. Certification issued by the unit's Budget Office applicant, on the availability of funds with the account number against which the transaction will be paid. The certification must indicate that the unit does not project an overdraft in its total budget.

It is the responsibility of the director of each unit to maintain the necessary controls and mechanisms to ensure sound administration and the best use of resources, in accordance with applicable laws, regulations, and rules. In addition, the appointing authority of each unit will assume full responsibility for the delegated transactions, must comply with everything established in this document, and in turn maintain the use of the authorized budget without exceeding the allocations granted to each unit. Any appointment in violation of what is provided herein will be null and void.

These guidelines are effective immediately and amend Serial R-1819-20 of February 28, 2019.

I appreciate the faithful compliance with all of the above.

ATTACHMENT L

**UNIVERSIDAD DE PUERTO RICO
RECINTO DE RÍO PIEDRAS
OFICINA DE PRE INTERVENCIÓN**

CERTIFICACIÓN SOBRE POLÍTICAS INSTITUCIONALES

Certifico que recibí copia y acepto leer y cumplir con las siguientes leyes, reglamentos, certificaciones y políticas institucionales, y las disposiciones que en ellas se establecen:

1. Ley Núm. 1 del 3 de enero de 2012, conocida como la [Ley Orgánica de la Oficina de Ética Gubernamental de Puerto Rico](#).
2. Ley Núm. 2 del 4 de enero de 2018, conocida como [Código Anticorrupción para el Nuevo Puerto Rico](#).
3. Reglamento de la Universidad de Puerto Rico sobre el Uso de Sustancias, Drogas y Alcohol, [Certificación Núm. 032](#) (1999-2000), según enmendada por la [Certificación Núm. 033](#) (2005-2006).
4. Política contra la Discriminación de la Universidad de Puerto Rico, [Certificación Núm. 58](#) (2004-2005).
5. [Plan de Acción Afirmativa UPRRP](#), (2018-2019).
6. [Plan de Acción Afirmativa 2021-2025](#), en cumplimiento con la Ley para Garantizar la Igualdad de Oportunidades en el Empleo por Género.
7. Política y Procedimientos para el Manejo de Situaciones de Discrimen por Sexo o Género de la Universidad de Puerto Rico, [Certificación Núm. 107](#), Serie 2021-2022.
8. Designación de baños inclusivos, [Carta Circular Núm. 14](#), Año Académico 2018-2019.
9. Política sobre Marcas y Nombres de la Universidad de Puerto Rico, [Certificación Núm. 66](#) (2016-2017).
10. Política Institucional sobre Derechos de Autor, [Certificación 93-140-CES](#).

Recibido y aceptado,

Firma del empleado o estudiante

Facultad u Oficina

Nombre (en letra de molde)

Número de Estudiante

Fecha

ATTACHMENT L- Translated

UNIVERSITY OF PUERTO RICO
RIO PIEDRAS PREMISES
PRE INTERVENTION OFFICE

CERTIFICATION ON INSTITUTIONAL POLICIES

I certify that I received a copy and agree to read and comply with the following laws, regulations, certifications and institutional policies, and the provisions established therein:

1. Law No. 1 of January 3, 2012, known as the [Organic Law of the Ethics Office Government of Puerto Rico](#).
2. Law No. 2 of January 4, 2018, known as [the Anti-Corruption Code for the New Puerto Rico](#).
3. Regulations of the University of Puerto Rico on the Use of Substances, Drugs and Alcohol, [Certification No. 032 \(1999-2000\)](#), as amended by [Certification No. 033 \(2005-2006\)](#).
4. Policy against Discrimination of the University of Puerto Rico, [Certification No. 58 \(2004-2005\)](#).
5. [UPRRP Affirmative Action Plan, \(2018-2019\)](#).
6. [Affirmative Action Plan 2021-2025](#), in compliance with the Law to Guarantee Equal Employment Opportunities by Gender.
7. Policy and Procedures for the Management of Discrimination Situations based on Sex or Gender of the University of Puerto Rico, [Certification No. 107, Series 2021-2022](#).
8. Designation of inclusive bathrooms, [Circular Letter No. 14, Academic Year 2018-2019](#).
9. Policy on Trademarks and Names of the University of Puerto Rico, [Certification No. 66 \(2016-2017\)](#).
10. Institutional Policy on Copyright, [Certification 93-140-CES](#).

Received and accepted,

Employee or student signature

Faculty or Office

Name (print)

Student number

Date

ATTACHMENT M



14 de noviembre de 2022

CARTA CIRCULAR

DECANOS, DIRECTORES DE ESCUELAS Y DE UNIDADES ACADÉMICAS Y ADMINISTRATIVAS


Angélica Varela Llavona, Ph.D.
Rectora Interina

DESIGNACION DE INTERINATO

Durante los días del 17 de noviembre al 3 de diciembre de 2022 estaré tomando unos días por asuntos personales por lo que designaré como Rector Interino al Dr. Jorge Santiago Pintor, Decano de la Facultad de Comunicación en Información.

Cuento con el apoyo y colaboración de todos hacia el Decano en el ejercicio de sus respectivas funciones durante el período antes mencionado.

ATTACHMENT M - Translated

November 14, 2022

Memorandum

DEANS, DIRECTORS OF SCHOOLS AND ACADEMIC AND
ADMINISTRATIVE UNITS

Angelica Varela Llavona, Ph.D.
Interim Chancellor

Interim Designation

During the days from November 17 to December 3, 2022, I will be taking a few days for personal matters, for which I will designate Dr. Jorge Santiago Pintor as Interim Rector. Dean of the Faculty of Communication and Information.

I count on the support and collaboration of all towards the Dean's Office in the exercise of their respective functions during the aforementioned period.