

OVPR Minute

February / March

Feb-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	Hol	13	14	15
16	Hol	18	19	20	21	22
23	24	25	26	27	28	

Mar-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Submit [Timecard](#)

Pay Day

Holiday

***SPECIAL EDITION* – OVPR STAFF RESOURCES WEBPAGE**

The OVPR Staff Resources webpage is designed to provide frequently requested, up-to-the-minute information for staff and supervisors on a variety of topics. A sample of featured tools and resources include:

- ✂ [2025 State Holidays and Check Dates](#)
- ✂ [Supervisor "Employee Lifecycle" Toolkit.pdf](#)
- ✂ [OVPR Staff Training & Development.pdf](#)
- ✂ [OVPR Administrative Calendar.xlsx](#)
- ✂ [OVPR Forms / Documents.docx](#)

Staff are encouraged to visit the site frequently for important information. All staff are welcome to drop in on a weekly [Wednesdays@1](#) session for an overview or to connect with a member of the OVPR HR Services Team. We are also available to meet with units upon request. Contact us at ovprhr@uconn.edu.

Other

February 12 – Lincoln's Birthday Observed.

February 17 – Presidents' Day / Washington's Birthday Observed.

Career Paths Progression Nomination Period (UCPEA members) is March 1 to March 31

Whetten Renovation Update. We were recently updated by Facilities that our target move-in date is now April 1. We will continue to send updates as we get closer to the move. The [Space Sharing Presentation](#) is still available to view.

Annual Employee Appreciation Event – will be held on **Thursday, June 26** at the IPB in Storrs from 12:00pm-4:00pm.

Upcoming Deadlines

Actual or Estimated Date	Activity	Group	Applies to
1-Mar	A notice of Annual Report of Activity and Achievement will be published in the UConn Daily Digest in accordance with UCPEA CBA Article 21.2.b. OVPR UCPEA staff are required to submit the reports to their supervisors within 2 weeks of the posted notice and no later than April 15, whichever is earlier.	UCPEA	All UCPEA Members
1-Mar	UCPEA Supervisor Performance Evaluation Training	UCPEA	Supervisor (required for new supervisors or optional as a refresher training)
1-Mar	List of staff and guidelines for completion of Service Ratings/Performance Appraisals are distributed via email to directors by UConn Health Department of Human Resources in accordance with collective bargaining agreements (from Lawrence Pittman, Director of HRIM)	UConn Health	All Staff
30-Mar	UConn Mandatory Annual Compliance Training Deadline	UConn Health	All Staff as indicated
31-Mar (or Last Friday in March)	Classified Staff Performance Evaluations due in HR per <i>Compensation Schedule</i>	UConn Health	Classified Staff