

OVPR Minute - September 2025

Official Information and Action Items for OVPR Staff

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

[September 1](#) – Labor Day Holiday Observed

[October 13](#) – Columbus Day/Indigenous Peoples' Day Observed



If you will be out of the office during a pay week, timecards should be submitted in advance. Correct cards = correct pay!

Other

[Career Paths Progression Nomination Period \(UCPEA members\) is September 1 to September 30](#). Recent changes that consolidate competencies and replace the nomination process with an employee application process are updated on the [Career Progression](#) website. Frameworks will need to be revised in order to participate in the program this point on. [Additional information](#) is available on the [OVPR Staff Resources webpage](#).

ID Building Access Requirement Reminder

Please note that there will be no front desk coverage in the Whetten Graduate Center on Fridays, and the doors to the 3rd floor will be locked. If you plan to work in Whetten on Fridays, you will need your UConn ID to enter.

General Reminders – Space Sharing Etiquette

1. If you reserve workspace, please use the space you reserved, or cancel the reservation.
2. Please do not use a **different** space than the space you reserved.
3. Leave the peripherals, equipment and supplies (mouse, keyboards, etc.) in the office spaces where they are used.

4. Leave workspaces clean for health and aesthetic purposes. Packets of cleaning wipes are available in the supply room and shared office spaces.

Organizational Assessment

Earlier this week a [message](#) from the President was sent to all employees about an organizational assessment focused on key administrative areas: business and administrative support functions, communications and marketing, and information technology. Employees whose job titles fall under the category of administration, communications, marketing and IT will have received an email from HR informing them that their position is encompassed in the assessment and that they may be selected to be personally interviewed by the Segal Group. Employees not selected will still be able to share their input through other channels.

The OVPR leadership supports this engagement as an opportunity to look at the delivery of critical services to faculty, staff, and students. We are open to change that improves the delivery of these services through the optimization of systems, better role clarity, and improved workflows. We ask everyone to be open and engaged if they are asked to participate in the assessment. If you have any questions or concerns about the engagement, you can reach out to me, Becca Myshrall, our HR Director, or send an email to OVPRHR@uconn.edu.

Leadership Updates

You have likely already heard that our very own Pamir Alpay has been tapped as Interim Provost until a successor for Anne D'Alleva is identified. This takes effect on October 3rd. No decision has been made about naming an interim-VPR. Any decision regarding the VPR role will be shared when known.

Evaluation Status

The unclassified performance evaluation cycles have been completed for the 2024-2025 cycle. Employees should have received a copy of their completed evaluation by email from the sender **KUALI BUILD NOTIFICATIONS**. If you have not received a copy of your evaluation, please follow up with your supervisor. Supervisors can check the status of evaluations or retrieve copies by logging into [Kuali](#). Submitted evaluations can be accessed from the [My Documents](#) tab on the Kuali menu bar, and then navigating to [Submitted documents](#).



Action List

My Documents

Search

Submitted

Drafts (43)

Document Type	Title	Date Submitted ↓	Time Elapsed	Status	Actions
UCPEA Performance Evaluation	Researcher, Robin	Apr 17, 2025, 12:16 PM	3 months	COMPLETE	⋮

OVPR HR Open Office Hour

Join the OVPR HR Team during a weekly review time cards, probationary appointment information, office procedures, benefits, time off, orientation for new employees and to answer any other questions you have about your employment with UConn and the State of Connecticut.

Guidelines for Communication with Federal and State Officials and Political Activity on Campus.

The University Senior Policy Council recently approved *Guidelines for Communication with Federal and State Officials and Political Activity on Campus*. These guidelines apply to all university employees, including UConn Health. If you are or have been engaged in activities with federal or state officials, or have been approached in the past by federal or state officials for information or asking to visit, please take the time to peruse these guidelines as they may affect your future actions.

Performance Evaluation Cycles

Actual or Estimated Date	Activity	Group	Applies to
1-30 Sep	UCPEA Member Career Progression application period.	UCPEA	Eligible UCPEA Members
15-Sep	Completed Service Rating is sent to Labor Relations for review and approval. The LR-approved Service Rating is returned to the supervisor to review with the employee.	NP-2, NP-3	Manager/Unit Head Outside of Bargaining Unit
30-Sep (or Last Friday in September)	<u>Classified Performance Evaluations due in HR per Compensation Schedule</u>	UConn Health	Classified Staff
1-Oct	The fully signed Service Rating is sent to Labor Relations for processing and filing in the official personnel record by the supervisor.	NP-2, NP-3	Supervisor