

OVPR Minute - October 2025

Official Information and Action Items for OVPR Staff

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

[Submit Timecard](#)

Pay Day

Holiday

October 9 from 10:00 am-2:00 pm – Work Life Expo and Vaccine Clinic

October 13 – Columbus Day/Indigenous Peoples' Day Observed

October 28, 2025 at 12:00 pm noon – UConn IACUC Jeopardy!

November 11 – Veterans Day Holiday Observed

November 27 – Thanksgiving Day Holiday Observed

State of CT Payroll and Holiday Calendar

November 28, the Friday after Thanksgiving, is a Regular workday for the State of Connecticut. Staff who are approved to take time off on November 28 must use personal accrued time (i.e. personal leave, vacation, compensatory time) to be paid.

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

Other

Transitions

After extensive careers within the State and University of Connecticut, Nancy Balcom (Sea Grant College Program) and Laurie Pudlo (OVPR HR Team) will be embarking on Retirement effective November 1. Please join us in thanking them for their service and wishing them well in their future endeavors!

Title IX – Information and Resources for Reporting

Title IX is a federal law that prohibits discrimination based on the sex (gender) of employees and students of educational institutions that receive federal financial assistance. Title IX's prohibition of sex discrimination includes prohibition of sexual harassment and sexual violence. UConn is committed to creating and maintaining a campus environment free from all forms of sexual assault, intimate partner violence, and stalking. All reports are taken with the utmost seriousness. Retaliation against any person who makes a report is strictly prohibited. UConn also strives to maintain a safe and non-discriminatory learning, living and working environment for all members of the University community. This includes providing support and resources to students, faculty and staff who are pregnant or caring for children.



Help Is Available. If you have questions, need help, or would like to report an issue or concern related to Title IX, [please reach out](#).

OVPR HR Weekly Open Office Hour

Join the [OVPR HR Team](#) during a weekly review of timecards, probationary appointment information, office procedures, benefits, time off, and to answer any other questions you have about your employment with UConn and the State of Connecticut. *New staff should attend prior to submitting their first timecard.*

Did you know that the [OVPR HR Staff Resources Team](#) has a shared email? To facilitate requests and inquiries, please message us at OVPRHR@uconn.edu.

Performance Evaluation Cycles

Actual or Estimated Date	Activity	Group	Applies to
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
1-Nov	Supervisors review Career Paths Progression Frameworks and share them with eligible UCPEA members	MGMT/CONF	Eligible UCPEA Members