

# **OVPR Minute - April 2026**

## **Official Information and Action Items for OVPR Staff**

| April 2026 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| 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 |    |    |

**CORRECT CARDS =  
CORRECT PAY**

**Holiday  
Payday**

- Timecards may be due early for a few pay periods because of the Holidays.
- Please pay attention to emails from the UConn/UCH Payroll Department changes to deadlines.
- Remember – you can submit cards in advance if you will be out for a block of time.

April 3

Good.Friday

Holiday Observed.

### **Welcome New Staff:**

- We have begun to share our space at Whetten Graduate Center with seven staff members from the Office of Institutional Research (IR). IR's staff will be utilizing the OVPR Storrs office via our EMS reservation system for the next couple of years for two days a week. If you are in the office at the same time, please say hi and introduce yourself.
- You may have seen the email from Matt Cook on March 19, 2026, but if you have not, we have two new staff members for the OVPR Research IT Team. Please welcome and introduce yourselves to Alex DeNardo and Robert (Bob) Liddell. Welcome to UConn Alex and Bob!

### **Maintenance Notice:**

Over the next several days/weeks, custodial services will begin to remove individual trash and recycling receptacles from offices and cubicles. This is a part of the plan to centralize trash and recycling locations within each building. This change supports both the university's sustainability efforts and cost-saving initiatives. By reducing the number of individual trash cans, we will significantly cut down on the thousands of trash bags that are sent to the landfill each week. In addition, because custodial staff will now be entering offices only once per month, removing individual trash/recycling cans will help reduce the potential for pests if waste is not emptied regularly.

### **Safety Alert:**

The Department of Administrative Services and their Security Team have notified state agencies that they have received numerous inquiries and reports about scam phone calls targeting State employees. In these cases, the caller falsely claims to represent the State of CT Retirement Division. Please review this [DAS/BITS IT Security scam alert](#) for more information and what to do if you receive a call. Please contact the Department of Human Resources at 860-486-3034 or [Benefits@uconn.edu](mailto:Benefits@uconn.edu) with any questions.

## OVPR Kudos

Please take a moment to check out the OVPR kudos page [OVPR Kudoboard](#). Email the OVPR HR team at [OVPRHR@uconn.edu](mailto:OVPRHR@uconn.edu) if you'd like to post.

## Upcoming Deadlines

| Actual or Estimated Date | Activity                                                                                                                                                                                                                | Group                | Applies to                         |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------------------|
| April 15                 | An <a href="#">Annual Report of Activity and Achievement</a> should be electronically submitted to your immediate supervisor within 2 weeks of notice (UCPEA CBA Article 21.2.b), or by April 15, whichever is earlier. | UCPEA                | OVPR UCPEA Staff                   |
| April 30                 | UHP Performance Evaluations due in to HR per <i>Compensation Schedule</i>                                                                                                                                               | UConn Health         | UConn Health Professional Staff    |
| May 1                    | Deadline for presenting UCPEA performance evaluation to employee (Article 21.2c)                                                                                                                                        | UCPEA                | OVPR UCPEA Staff                   |
| May 1                    | Mandatory Annual Compliance Training completion deadline<br><a href="#">UConn Storrs Learning@Work Link</a><br><a href="#">UConn Health SABA Link</a>                                                                   | UConn / UConn Health | All Staff                          |
| July 1                   | Employees complete their self-evaluation and identify up to four job-related goals and submit to their immediate supervisor.                                                                                            | MGMT/CONF            | OVPR Management/Confidential Staff |
| July 31                  | Deadline for presenting Management/Confidential performance evaluation to employee                                                                                                                                      | MGMT/CONF            | OVPR Management/Confidential Staff |