

Human Resources & Payroll News

Volume #2, Issue #2

February - April, 2010

Employee Appreciation Week

The 23rd Annual Employee Appreciation Week is
Being Celebrated April 26-30, 2010.

Employee Appreciation Week has been scheduled for April 26-30th, 2010. Each year during this time,



the University pauses to reflect upon and acknowledge the continuing effort and commitment shown by all members of the University community.

Employees who provided 10, 15, 20, 25, 30, 35, and 40+ years of continuous state service as of October 1, 2009 will receive recognition awards. These awards are given in appreciation for their dedication and commitment to the University and the State of

Connecticut. This year, over 525 employees will receive recognition awards.

The University also recognizes 138 employees who have achieved 25 or more years of service (in increments of five) with a Recognition Breakfast. **The Recognition Breakfast has been scheduled for April 27, 2010 in the Student Union Ballroom. Invitations to employees and their supervisors will be mailed in early March.**

Inside this Issue:

| | |
|-------------------------------------|---|
| Special Payroll Website | 2 |
| Midterm Reviews for New Staff | 2 |
| New AFSCME Transfer List | 2 |
| Longevity Payments | 3 |
| Updating Check Stub Information | 3 |
| Professional Development Activities | 3 |
| Reminders | 3 |
| "Our People" Diversity Poster | 3 |
| Upcoming Events | 4 |

Did You Know?



A Website has been created by Human Resources in collaboration with members of the Something's Happening Committee to support ongoing efforts to create and sustain a respectful, diverse, ethical, and supportive community at UConn.

Visit: [Resources for a Respectful Workplace](#) today!

Save the Date:

WORK/LIFE EXPO - April 21, 2010

Save the Date for the First Ever Community-Wide Work/Life Expo at the Storrs Campus.

On Wednesday, April 21 from 9 am-3 pm, Human Resources will be hosting the first ever Work/Life Expo in the Student Union. The Expo is based on health, wellness, benefits and support services that are available to all employees to enhance their personal and professional lives. The event will feature 50+ service providers in the exposition hall along with concurrent demonstrations and seminars in separate breakout rooms. Stay tuned to the HR/Payroll news and other announcements as we approach the event date in April. If you have any questions beforehand, contact [Vicki Fry](#) or [Pam Heath-Johnston](#).



Special Payroll Website

The Department of Human Resources has launched a new special payroll web page with links to all pertinent information regarding special payroll policies and procedures. The [special payroll information](#) page includes links to various state statutes and mandates, university policies and procedures as well as a link to the updated [Special Payroll Manual](#). All questions regarding special payroll regulations should be directed to your [Human Resources Associate](#).



Midterm Reviews for New Staff

The performance evaluation is an effective management tool available to supervisors whenever they determine that it would be helpful. It is a formal way to provide feedback related to an employee's work performance and is a good opportunity

for supervisors to set performance standards, communicate their expectations, and assist in setting work-related goals. Both classified and unclassified staff members are evaluated annually. However, Labor Relations would like to remind supervisors of additional times when an evaluation is either required by a collective bargaining agreement or strongly recommended.

Classified Staff:

Each employee in classified service who is appointed to a permanent position serves an initial 6-month working test period. A performance

evaluation is required at least two weeks prior to the end of the working test period. We also recommend that supervisors give a midterm review halfway through the working test period, or approximately three months after the employee is hired. This practice gives the supervisor an additional opportunity to provide the new employee with feedback well in advance of the end of the working test period, specifying strengths as well as areas that may need improvement.

Professional Employees:

Two probationary evaluations are required for UCPEA members during

their 12-month probationary period. Approximately halfway through and at the end of the probationary period, each employee shall be given a written evaluation of his/her performance. The two probationary evaluations provide important opportunities during the probationary period to clarify job expectations and discuss work performance. They help to set a standard for productive communication between the supervisor and the new employee. It is also recommended that a 6-month review is given to new employees in end-date positions.



New AFSCME Transfer List

In accordance with the NP-3 Administrative Clerical Unit - American Federation of State, Country and Municipal Employees (AFSCME) contract the Department of Human Resources has established a transfer list for current University employees represented by the NP-3 bargaining unit. Employees interested in transferring to a specific geographical work location within the University will complete the AFSCME Transfer Form and submit a signed copy to the Department of Human Resources. Hiring departments will be required to review applications of those members on the transfer list when filling vacancies prior to filling through outside hire.

The [AFSCME Transfer Form](#) as well as the new [AFSCME Transfer List Procedures](#) are available on the Human Resources Website. Questions may be directed to the Employment Services Unit at (860) 486-2073.

Longevity Payments to be Made in Paycheck of April 23, 2010

April 1st is not JUST April Fool's Day

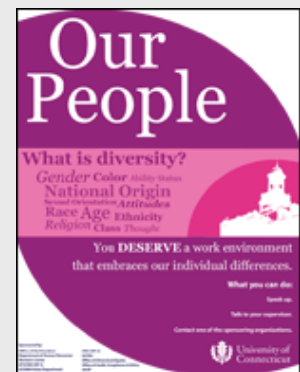


Eligible faculty and staff can expect their semi-annual longevity payment, as defined in Section 5-213 of the Connecticut General Statutes. Longevity payments will be made in the payroll check dated April 23, 2010 to State of Connecticut active employees on the regular payroll who have attained 10 or more years of service as of the first day of April. "State service" for longevity purposes is prorated for part-time work. It includes military service during specified war periods, but does not include certain unpaid leaves of absence.

For further information and criteria on State longevity, please refer to the [Longevity Information Form](#) located on the [HR Website forms](#) page or contact [Melody Noonan](#).

NEW! "Our People" Diversity Poster

["Our People" Diversity Poster](#) is now available online. The poster will soon be placed in visible areas around the campus. We encourage you to download these posters from the site and print them to post in your work area. Help us to demonstrate the University's core belief of maintaining a civil, respectful, ethical, diverse and supportive community for our students, employees, and our community.



Updating Check Stub Information



It is recommended that all employees, especially new employees, carefully examine their check or direct deposit stubs to verify that their personal information is accurate. Employees may update their names and addresses by submitting [Personal Information Change Forms](#). Tax statuses may be updated by submitting new W-4 forms. If you have any questions regarding the information that appears on your check/direct deposit stub, please contact the Payroll Department at (860) 486-2423.

Are you Looking for Professional Development Activities you can Include in your Upcoming Statement of Employee Performance Goals for 2010/2011 Period?

It's not too early to start planning for your skill development in the upcoming year. MindLeaders e-Learning courses can help you reach your learning goals without having to leave your desk. Learn more about [MindLeaders courses](#). Contact [JP Lacombe](#) for additional information, log-in instructions and special access for UCPEA members.

Make Learning New Skills a Focus of Your Career with MindLeaders e-Learning Courses

Business Skills Leadership Skills Software Skills Technical Skills

Reminders!

February 22nd

Deadline for submitting CEUI/Technical state In-Service course application for NP-2 maintenance bargaining unit members.

Need to change your employee UBox and telephone number?

Email: [HRIT Data Management](#)

Upcoming Events!

Caring About "U"Conn Spring 2010 Sessions

Workplace Violence *

Wednesday, March 3rd
Storrs, Student Union Room 304A

Overview of Voluntary Retirement Savings *

Tuesday, March 30th
Storrs, Student Union Room 304A

Active Threat *

Wednesday, April 7
Storrs, Student Union Room 304A

Step into Spring "Fun Walk" *

Thursday, April 8th
Storrs, Hawley Armory Fitness & Wellness

Beyond Paycheck to Paycheck *

April 15th, 22nd, 29th
Storrs, Student Union Room 304C

Eldercare Support Group

Meets the 2nd Thursday of Every Month
Student Union Room 320
Noon-1pm
Next Meeting March 11th
(Snow Date March 18th)

For more information please contact [Pam Heath-Johnston](mailto:Pam_Heath-Johnston)

****NetID and Password Required***

We are also pleased to announce that Caring about "U"Conn sessions will be offered at some of our Regional Campuses. More information will be forthcoming to you as a regional campus employee via: email, your campus listserv, or distribution list.

Questions about this program may be directed to
hr-osd@uconn.edu



The HR Organization and Staff Development [February Learning Calendar](#) is Available for Download.

All faculty and staff are encouraged to register for course sessions, especially those relevant to your job. Registration information can be found on the [flyer](#).



More Learning Events Coming from HR-OSD in March:

- Shortened FAIT sessions from Purchasing, Office of the Attorney General, Facilities Operations, Accounts Payable, and Travel Services. Each session will be 1 1/2 hours long.
- A module on modeling professional behavior in the workplace, and what to do if you see inappropriate behavior occurring in your area.
- A session on Civility in the Workplace presented by the Something's Happening committee.
- An overview of voluntary retirement savings, presented by ING.

Performance Evaluation Training for UCPEA Supervisors

February 23rd, 9:30 am - 11:10 am

February 24th, 2:00 pm - 3:30 pm

February 25th, 1:00 pm - 2:30 pm

Department of Human Resources, Depot Campus
Conference Room 201

Space is Limited

Email [Susan Bresnahan](mailto:Susan_Bresnahan) to register and specify the session you would like to attend.



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