



UNION WIRE

NEWSLETTER OF THE UNIVERSITY OF CONNECTICUT PROFESSIONAL EMPLOYEES ASSOCIATION

APRIL

2020

Evaluations Continue Despite Unprecedented Changes in Work and Life

This year the unprecedented changes to work and life is an adjustment for everyone, but annual evaluations are continuing and our goal is to keep the evaluation process and timelines as close as possible to our contract agreement.

For most of us, the major change will be conducting the evaluation from a remote location. We should all work to maintain the timeliness of the evaluation process because these reviews are connected to salary increases in July. You must receive a satisfactory evaluation to receive a salary increase. Additionally, discretionary compensation is connected to recommendations made during the evaluation process.

The first step in the evaluation process is preparing your annual report of activity and achievement, which is the best way for you to promote your successes over the past year. It is also an opportunity to advocate for discretionary compensation. Annual reports are due April 15. A supervisor may make the annual report a requirement but must provide a two week notice of this requirement. Supervisors may request an earlier due date but still must provide two weeks' notice.

Your evaluation should not be connected to your new leveling in the Career Paths Classification System. The evaluator should measure success based on reaching the goals that were agreed to and other achievements throughout the year. Supervisors have an opportunity to celebrate your work even if Human Resources undervalued it on Jan. 31.

If your supervisor prepared an evaluation, and provided a time to discuss it, you are required to sign the evaluation within seven days of receiving it. Your signature only confirms that you received the evaluation; it does not indicate agreement with the content of

the evaluation. This year, electronic or scanned signatures will be acceptable.

There is a connection between evaluations and salary increases. Any satisfactory score will earn you the 3.5% general wage increase and the 1% performance-based compensation increase if you were a member of UCPEA on or before Jan. 1, 2020. Satisfactory is defined as anything other than an overall score of unsatisfactory. This also is usually the best opportunity to self-advocate for discretionary compensation.

You have the right to grieve an unsatisfactory evaluation. Any and all members who receive an unsatisfactory score should contact the UCPEA office. Grievance resolutions range from the development of attainable and measurable goals, to the removal of the unsatisfactory evaluation.

You might be dissatisfied with your evaluation even if you received an overall satisfactory score. While you do not have the right to grieve that score, you can write a rebuttal that will be attached to the evaluation and will become part of the record. There is no deadline for submitting a rebuttal.

Your UCPEA Steward is an excellent resource for more information about evaluations and for help with challenging situations. UCPEA staff are also available for advice and support at all stages of the evaluation process.

The UCPEA had scheduled an evaluation workshop on March 25 but we have put together some tips and reminders in this presentation.

EAP Services Remain Available for Members in Need

The Employee Assistance Program (EAP) remains operational for members needing assistance as they continue providing essential and support services to the University during this unprecedented time.

While most are working from home, others remain in their work settings to meet organizational needs and to provide vital services. Regardless of where you are working from, we thank you for your commitment.

EAP is scheduling virtual appointments and, in most cases, is able to offer video sessions. EAP staff are available to answer questions and to direct you to resources. Links to a variety of helpful tips may be found on its website: health.uconn.edu/eap.

To speak confidentially with an EAP counselor, please call 860-679-2877 or Toll Free 800-852-4392. Same-day appointments are available. For more information, contact: Suzanne Rogoz at suzanne.rogoz@uconn.edu

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Due to the current public health crisis, the UCPEA Office is closed and staff are working remotely. To contact the office please email ucpeaoffice@ucpea.org or the staff person you wish to reach. Be well.

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Call for Delegates: AFT CT 73rd Annual Business Convention

Saturday, May 9, 2020 8 a.m. – 2 p.m.

The convention will be held via online/telephone conference due to the COVID-19 health emergency.

The Executive Board has voted to send 10 delegates to the AFT-CT Annual Business Convention. Please send delegate nominations to ucpeaoffice@ucpea.org by Wednesday, April 22. If there are more than 10 delegate nominations, candidates will be invited to speak with the May Union Reps Meeting. Following the meeting, Union Representatives / Stewards will elect delegates via secure electronic ballot.

Information about the AFT-CT Annual Business Convention is available at: http://aftct.org/AFTCT_20_Conv.

New Horizons Hosts Webinars on Working by Remote

New Horizons, the on-demand e-learning platform for improving your professional skills, is hosting a series of free webinars to help members to work remotely.

You can access the webinars via the following link: <https://nhlearningsolutions.com/resources/free-webinars>

New Horizons provides both self-paced video learning instruction and real-time, focused classes throughout the day. The New Horizon Go Library covers the basics of tools such as Office 365 and Adobe In-Design from start to finish in 250 self-paced videos.

If you have not signed up for New Horizon programs this year, contact the Professional Issues Committee at professionalissues@ucpea.org

Dates, Deadlines, and Things To Do

April 10, Fri., UCPEA Office Closed – Good Friday

April 21, Tues., Executive Board Meeting, Zoom

May 6, Wed., UCPEA Fair & Annual Meeting –
Virtual – 11 a.m.-1:30 p.m.

May 12, Tues., Executive Board Meeting, Location TBA

May 14, Thurs., Union Steward Meeting, Location TBA

May 20, Wed., Regional Union Steward Meeting, Location TBA

May 25, Mon., Memorial Day – UCPEA Office Closed

May 26, Tues., Executive Board Meeting, Location TBA

- **Membership Discounts**
- **Professional Development applications are reviewed at the beginning of each month**
- **Childcare Deadlines Jan. – April (Due May 15); May – Aug. (Due Sept. 15); Sept. – Dec. (Due Jan. 15)**

Dependent Tuition Waivers

The benefit applies to Fall & Spring semesters only

Deadlines: Fall Semester – June 1; Spring Semester – Nov. 15

Employee Tuition Waivers

The waiver applies to the Fall and Spring semesters only.

Deadlines: Fall Semester – Oct. 15; Spring Semester – Feb. 28

Tuition Reimbursement

Reimbursements apply to summer, fall and spring course work

Summer: Sept. 15; Fall Semester: Jan. 15; Spring Semester: June 1

All events and meetings are at noon, unless otherwise noted