

Date: 2/25/2009

To: Campus Community

From: Willeen McQuitta, Assistant Vice Chancellor, Staff Human Resources

Re: Staff Human Resources Offices Moving on Friday, March 6, 2009

This message is to inform you that Staff Human Resources (SHR) will be moving to a new location on the west-side. All SHR offices will be closed on Friday, March 6th, due to the move.

Our new location will be:

**1201 Shaffer Road
Santa Cruz, CA 95060**

All Staff Human Resources Units will re-open for business on Monday, March 9, 2009.

All email and telephone contact information for SHR staff remains the same.

Please use the appropriate mailstop for each of the SHR Units as listed below :

- Staff Human Resources Administration, Mailstop: SHR
- Benefits, Mailstop: BENEFITS
- Employment, Mailstop: SHR
- Labor Relations, Mailstop: LABOR RELATIONS
- Policy & Personnel Systems, Mailstop: SHR-SERVICE TEAMS
- Service Teams, Mailstop: SHR-SERVICE TEAMS
- Training and Development, Mailstop: SHR

Directions to 1201 Shaffer Road can be found at:

http://shr.ucsc.edu/announce/shr-move/new_location.htm

We look forward to seeing you at our new location!

If you have any questions regarding the move, please contact Katy Wilson, katia@ucsc.edu.