

**Administrative  
and  
Professional  
Handbook**

**March 2006**

*This handbook is not an employee contract, but rather a summary of University policies and information that will be of practical use to employees. The complete policies can be found in the Auburn University Personnel Policies and Procedures Manual.*

These are policies in effect as of March 2006. Policies are subject to change. To see the latest revision, check the electronic version of this handbook at website:

[www.auburn.edu/administration/human\\_resources/ap/](http://www.auburn.edu/administration/human_resources/ap/)

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## Message from the President

Auburn University welcomes you as a new employee. As an employee of the University, you will be contributing to and sharing in the University's efforts to provide the highest standards in instruction, research, and outreach. The success and effectiveness of Auburn University in reaching these goals depends in large measure on both your dedication and your effort as well as the personal interest you show in representing the University to your community.

This is your Handbook. It is designed to help you feel comfortable in your new position by acquainting you with some very important information such as University benefits, rules, and personnel policies, as well as various support and service departments on campus.

Please read your *Administrative Professional Handbook* carefully and keep it for future reference. Reviewing it from time to time will help you refresh your memory about information that affects you on a daily basis in your job.

As you read through this handbook, we hope you begin to feel a part of Auburn University. Remember, the more you know about Auburn University and your job, the more you will enjoy working for the University.

Auburn University values you and we hope you will find your employment both a happy and rewarding experience.

Ed Richardson  
Interim President

## **Section I: General Information**

### **Statement of Vision and Mission**

#### **Vision**

Auburn University will emerge as one of the nation's preeminent comprehensive land-grant universities in the 21st century. Central to all its functions will be the University's historic commitment of service to all Alabamians as the State becomes a part of a global society with all of its challenges and opportunities. The University will be widely recognized for the quality of its undergraduate, graduate and professional educational programs, the effectiveness of its research and outreach programs and the broad access to the University provided through the innovative use of information technology. The University will ensure the quality of its programs through the careful focusing of its resources in areas of institutional strengths. One constant will remain unchanged at the University--that intangible quality Auburn men and women call the "Auburn Spirit."

#### **Mission Statement**

Auburn University's mission is defined by its land-grant traditions of service and access. The University will serve the citizens of the State through its instructional, research and outreach programs and prepare Alabamians to respond successfully to the challenges of a global economy. The University will provide traditional and non-traditional students broad access to the institution's educational resources. In the delivery of educational programs on campus and beyond, the University will draw heavily upon the new instructional and outreach technologies available in the emerging information age.

As a comprehensive university, Auburn University is committed to offering high-quality undergraduate, graduate, and professional education to its students. The University will give highest priority for resource allocation for the future development of those areas that represent the traditional strengths, quality, reputation, and uniqueness of the institution and that continue to effectively respond to the needs of students and other constituents. Consistent with this commitment, the University will emphasize a broad and superior undergraduate education that imparts the knowledge, skills, and values so essential to educated and responsible citizens. At the same time, the University will provide high-quality graduate and professional programs in areas of need and importance to the state and beyond. To accomplish these educational goals, Auburn University will continue to compete nationally to attract a faculty distinguished by its commitment to teaching and by its achievements in research, both pure and applied. The University will strive to attract a faculty that will bring distinction and stature to the undergraduate, graduate, and professional programs offered by the University.

Because research is essential to the mission of a land-grant university, Auburn University will continue development of its research programs. The primary focus of this research will be

directed to the solution of problems and the development of knowledge and technology important to the state and nation and to the quality of life of Alabama citizens. The University's research programs will make important contributions to instructional programs through the involvement of graduate and undergraduate students and the renewal of the faculty. Research will also provide the knowledge base for outreach programs. In carrying out its research mission, the University will emphasize established areas of strength and will focus available resources in those areas of research and doctoral study that are, or have the potential to develop into nationally and internationally recognized centers of excellence.

Extension and outreach programs are fundamental to the land-grant mission because these programs directly affect the lives of all citizens in the state. The University will maintain the strengths of its traditional outreach programs and will increasingly involve the broader University in outreach programs that respond to the changing needs of the society in which we live. The University will continue to seek new and innovative ways to reach out to the people it serves.

The Statement of Vision and Mission was developed by the Task Force on Mission established in 1995 and was approved by the Board of Trustees on March 20, 1997 and amended May 7, 2004. This statement replaces the Auburn University Statement of Role that was approved on June 5, 1989.

### **History of Auburn University**

Auburn University was chartered in 1856, and traces its beginning to the East Alabama Male College, a private liberal arts institution whose doors opened in 1859. From 1861 to 1866 the college was closed because of the Civil War. The college had begun an affiliation with the Methodist Church before the war. Due to financial straits, the church transferred legal control of the institution to the state in 1872, making it the first land-grant college in the South to be established separate from the state university. It thus became the Agricultural and Mechanical College of Alabama.

Women were admitted in 1892, and in 1899 the name again was changed to the Alabama Polytechnic Institute. In 1960, the school acquired a more appropriate name, Auburn University, a title more in keeping with its location, size and complexity. The institution has experienced its greatest growth since World War II, and today enrolls more than 20,000 students, the largest on-campus enrollment in the state.

Auburn University at Montgomery was established as a separately administered branch campus in 1967. The institution has developed rapidly and is located on a 500-acre campus in east Montgomery.

As a land-grant university, Auburn University has a unique role in the state's total higher education enterprise, embracing and enhancing the interrelated functions of instruction, research and extension. In fulfillment of this mission, Auburn has developed into a premier comprehensive University, offering outstanding and economically accessible instruction to its undergraduate, graduate and professional students, conducting research in an ever-expanding

array of disciplines, and reaching a growing number of Alabamians through public service and extension programs.

By striving for excellence in all its activities, Auburn represents a major resource in the state's economic, social and cultural development. In recognition of its obligation to society, instruction, research, and extension programs are also sensitive to national and global concerns. The primary resource for realizing these goals, as at all great universities, are the employees; and it is through systematic recruitment, assignment, development, recognition and compensation programs that Auburn nurtures its prominent, highly productive professional staff.

### **The Administrative and Professional Assembly**

All non-faculty, “exempt”\* employees are members of the Administrative and Professional employee group. The Administrative and Professional Assembly was established to afford Administrative and Professional employees representative participation in the University governance process. Similar governance groups exist for other employee classifications: the University Senate for faculty members and the University Staff Council for staff employees.

The Assembly is an elected body established at Auburn University by authority of the University Board of Trustees. The purpose of the Assembly is to advise the President regarding policies, procedures and general welfare issues affecting the Administrative and Professional employee group. The Assembly is composed of twenty-one members from the Administrative and Professional employee group. The Assembly meets quarterly and all meetings are open to Administrative and Professional employees. Representation on the Assembly is proportional among the vice presidential and presidential categories as determined by the Executive Committee of the Assembly. For a more detailed description of the Assembly's workings, please refer to the Administrative and Professional Assembly Constitution available on the Administrative and Professional Assembly web page.

<http://www.auburn.edu/administration/governance/ap/>

Administrative and Professional employees are eligible to serve on various University Committees. Each spring all Administrative and Professional employees are surveyed as to interest in serving on these committees.

In addition to the University Committees, several Assembly committees exist for which all Administrative and Professional employees are eligible. A list of the Administrative and Professional Committees is available on the Administrative and Professional web page.

All Administrative and Professional employees are encouraged to discuss any policies or concerns affecting the Administrative and Professional employee group with their representative on the Assembly. A list of Assembly members is available on the Administrative and Professional web page.

\*“Exempt” employees at Auburn University are monthly salaried employees. The term “exempt” derives from the Fair Labor Standards Act, a federal law, which establishes categories of employees eligible for overtime payment. In general the law “exempts” from overtime payment employees who meet certain criteria established by federal regulation.

## **Orientation**

The process of orienting you to your new position consists of two phases:

- **A General Orientation:** Shortly after you report to your new position, you will be scheduled for an orientation coordinated by Human Resources and presented by Human Resources and Payroll and Benefits representatives. This session will provide general information to help you get started and will address University employment, conduct and job performance rules, and workplace policies; additionally, it will assist you in completing pay and payroll deduction forms and in signing up for the University benefits.
- **Departmental Orientation:** Your supervisor will discuss details relating to your specific key responsibilities and departmental policies. This orientation will probably be completed on the day you report to your unit. The departmental orientation checklist can be found on the Human Resource Development Website.

## **Human Resources**

Human Resources functions to serve the best interests of both the employees and the University. The Assistant Vice President for AU Human Resources and staff are responsible for implementing human resource policies included in the *Auburn University Personnel, Policies and Procedures Manual*. They also handle recruiting, position classification, wage and salary administration, orientating, training, employee records, employee relations, and employee recognition.

If you need any information or counsel, members of the Human Resources staff are available to provide assistance. Contact the Department of Human Resources in Langdon Hall for assistance at 844-4145.

## **Section II: University Employment Policies & Procedures**

### **Probationary Period of Employment**

As a new employee of Auburn University, you are on probation for a 90-day period. The probationary period serves two purposes: (1) It allows you, as a new employee, to evaluate your job, unit, supervisor and colleagues and to decide whether to remain in University employment; and (2) it allows your supervisor the opportunity to evaluate your performance and to decide

whether to retain you as a regular employee, extend your probationary status, or terminate your employment.

The probationary period can be extended only once up to a maximum of 90 additional days. If you have questions about your job or performance, we encourage you to seek assistance from your supervisor.

### **Commitment to Fairness in Work Practices**

Auburn University recognizes its legal and moral obligation to provide an environment in which an opportunity for employment is available to all qualified individuals without discrimination on the basis of race, color, sex, age, religion, national origin, disability, and covered veteran status. The University affirms its commitment to this principle and to an affirmative action program which not only will establish and sustain the criteria of equal opportunity for employment, but which will also detect and eliminate any elements of discrimination in employment which may exist within the institution.

The University also commits itself to maintaining on a nondiscriminatory basis the conditions for continuing employment and for individual advancement within the job structure of the University.

Any employee or group of employees has the right, without discrimination or retaliation, to discuss with their supervisor(s) and/or the Assistant Vice President for Human Resources and/or the Affirmative Action/Equal Employment Opportunity Officer, the terms of their employment or working conditions.

Occasionally, the University, just as any other large organization, has to make decisions without prior consultation with its employees. The University must, therefore, maintain exclusive discretion to exercise the customary functions of management including, but not limited to, the discretion to select, hire, promote, transfer, demote, suspend, dismiss, assign, supervise, and discipline employees; to determine the work schedule; to determine the sizes of and composition of the workforce; to establish, change and abolish policies, procedures, rules and regulations; to determine and modify job descriptions and job classifications; to assign responsibilities to employees, and to establish and change salary and wage rates in accordance with needs and requirements determined by the University.

Responsibility for administration of the policies and rules is delegated by the President to the Assistant Vice President for Human Resources through the Executive Vice President.

### **Your Appointment Status**

Your employment is subject to a variety of terms and conditions as identified by University needs and generally accepted human resource management practices. Once you have successfully

completed the probationary period, you are considered a regular employee.

Administrative/Professional employees are paid monthly and are classified as “Exempt” under the provisions of the Fair Labor Standards Act. See page three for a fuller explanation of this term.

Employees hired for a specific period of time (generally governed by the duration of a project, contract, or grant) are on a **limited term** appointment. The duration of your term will be specified at time of employment.

Employees hired for an unspecified time are on a **continuing term** appointment. These individuals are still subject to the availability of funds, rules of performance, and the business needs of the University.

Employees with a normal scheduled work week for less than 40 hours are considered to be **part-time**. Employees with a normal scheduled work week of 40 hours or more are considered to be **full-time**.

## **Employment Eligibility Verification Form I-9**

The Immigration Reform and Control Act requires that all newly employed individuals provide documents which establish identity and employment eligibility and complete an I-9 form. The University will employ only U.S. citizens and aliens authorized to work in the United States. Failure to comply with the provisions of the act will result in immediate termination of employment.

## **Personnel Record**

Your permanent and official personnel file is maintained only in the Department of Human Resources. This file represents a historical employment record. The information in your file will be kept confidential and only released when you have given written permission. Exceptions to the confidentiality policy involve:

- a. Verification of employment for benefits purposes, and
- b. Request from governmental agencies as to your work status or pay.

## **Working Hours**

Regular University office hours are 7:45 to 11:45 a.m. and 12:45 to 4:45 p.m., Monday through Friday. ***These times may vary depending on your departmental schedule or your position.*** It may be necessary for you to work outside your normal schedule because of emergency situations. If you have any questions concerning your work schedule, please direct them to your unit supervisor.

## **Paycheck**

Administrative and Professional employees are paid monthly. Paydays are generally the last working day of the month. If a payday should fall on a holiday, the last working day preceding the holiday will become payday.

## **Job Opportunities**

The Employment section of Human Resources maintains a current posting of all job vacancies for University Staff and Administrative/Professional positions. These can be found at [www.auemployment.com](http://www.auemployment.com). Please see the following section on Promotions and Transfers for additional detailed information regarding eligibility to apply to these posted positions.

## **Promotions and Transfers**

A **promotion** is any personnel action resulting in the movement of an employee to a job in a higher salary grade and generally resulting in an increase in pay. Employees are eligible to be considered for positions which represent promotional opportunities for them outside their current work unit as they become available once they have completed one year of service in their current work unit. (Application may be submitted via [www.auemployment.com](http://www.auemployment.com) at 10 months of service.)

Employees may apply for promotional opportunities within their work unit provided they have satisfactorily completed the probationary period. Positions are filled through a competitive process and may include external as well as internal searches. Current job performance and compliance with University work rules are given great consideration in making the selection decision.

A **promotion** also may occur as the result of reclassification in connection with progression through designated job families or restructuring of a unit's organization and/or job assignment changes. Reclassifications are initiated by the department supervisor and require the approval of central administration.

A **transfer** is the movement of an employee from one position to another position without a change in a salary grade. Transfer actions are not considered eligible for pay increases. An employee may apply for positions which represent lateral transfers through the competitive process outlined in this section. The same time restrictions apply to transfers as noted in paragraph one regarding promotions. Transfers may also be initiated by unit supervisors in compliance with University policies and procedures.

## **Resignation**

Administrative/Professional employees may resign by submitting their resignation in writing to their immediate administrative supervisor. A copy of the written resignation must be forwarded

to the Department of Human Resources for inclusion in the employee's personnel file. Administrative Professional employees should give at least a one-month notice.

## **Layoff**

Employees in continuing term appointments may be placed in layoff status for a period of 180 days as a result of reduction in force. Reduction in force may result from major restructuring or realignment, organizational downsizing, out sourcing of programs or services, changes in work volume, or reductions or elimination of funding. Following the 180 days in layoff status, and the lack of an employment opportunity, the employee will be terminated from Auburn University employment.

## **Performance Development Plan**

Each of us wants to know where we stand with our supervisor and how well we are meeting the requirements of the job we hold. To assist you in these areas, your supervisor will formally review your job performance with you at least once a year. This performance appraisal process may include a review of such items as job knowledge or how well you meet objectives and standards. You will have an opportunity to review the appraisal with your supervisor to discuss its contents, ways to improve your performance, and any concerns you may have. The performance review is intended to be a constructive two-way process. Your supervisor expects you to express your own views and ask questions. We encourage you to ask your supervisor to discuss with you any questions that you have about your duties and responsibilities, the performance standards for the jobs, and development opportunities and plans.

## **Recognition and Awards**

A key resource of the University is the experience, expertise, and service of its employees. To help recognize and reward this dedicated service, the University has four major Recognition programs: Employee Recognition Award Program, the Spirit of Excellence Award Program, Administrative Professional Day, and Family Fun Day. These programs are administered with the help of the Employee Recognition Advisory Committee and the Family Fun Day Committee.

**Spirit of Excellence Award** - This award program recognizes a special group of employees for excellent service to Auburn University and is given each month to an employee from each of the following groups:

- a. Service/Maintenance
- b. Secretarial/Clerical
- c. Technical/Paraprofessional
- d. Administrative/Professional

To be eligible for a Spirit of Excellence Award, an employee must meet these criteria:

- a. Be a regular Auburn University employee (excludes temporary employees, graduate student employees, county agents and extension specialists, and tenure track and non-tenure track faculty).
- b. Have at least one year continuous employment with Auburn University.
- c. Have a satisfactory performance evaluation rating at the time of nomination.

Employees may be nominated for these awards by any regular Auburn University employee, including University faculty and are not limited to an employee's area of employment. In order to nominate an employee, a nomination form must be completed and sent to the Employee Recognition Advisory Committee, c/o the Department of Human Resources, Langdon Hall. Nominations must be received by the 15th of each month. See Appendix 8A of the Human Resources Policies and Procedures Manual for a sample nomination.

The Employee Recognition Committee will select an employee from each of the four employee groups based on the employee meeting one or more of these criteria:

- a. Performs "beyond the call of duty" to improve service, quality, and the department's or the unit's image.
- b. Exemplifies professionalism and dedication to excellent service by putting forth extra effort.
- c. Makes outstanding contributions of significance to the University or department's effort to fulfill its mission.
- e. Has specific or sustained accomplishments that exceed normal expectations.
- f. Makes outstanding business contributions of significance based on initiative, cooperation, and the ability to bring a job to a successful conclusion.

An employee selected as a Spirit of Excellence Award winner cannot be nominated again prior to the annual University-wide Employee Recognition Award ceremony. Each monthly winner of the Spirit of Excellence Award will be eligible to receive the Employee of the Year Award. The honorees will be announced and recognized at the annual Employee Recognition Award ceremony held in the spring of each year.

**Administrative Professional's Day Luncheon-** The Administrative Professional's Day luncheon provides an opportunity for departments to recognize the valuable contributions of their office support staff. Administrative Professionals Day is always held the last Wednesday in April. A nationally known speaker is normally brought in to provide insight and entertainment for the participants.

**Employee Recognition Award Program -** The Employee Recognition Award Program recognizes employees for years of service to the University. The program also recognizes personnel retiring from University employment. In order to receive an award in any particular year, the employee must have completed the appropriate years of service by December 31, of the year prior to the award ceremony. Honorees will be recognized for total years of service. Time worked before a break in service can be counted toward this total.

**Family Fun Day** – This program is designed to express a sincere appreciation to University employees for their valuable service and contributions. Family Fun Day is a fun-filled day set aside for the enjoyment of Auburn University faculty and staff employees and their immediate families. This program is normally held in late Spring of each year.

### **Inclement Weather**

When inclement weather creates a condition under which there might be a question as to whether the University will operate on a normal basis, a designated administrative official will release to the campus and local news media a statement concerning the University schedule. If the weather condition occurs during working hours, the statement will be released through normal distribution channels on campus. If it occurs after working hours, employees are requested to listen to local radio stations for announcements regarding the University working schedule.

### **Parking**

You are authorized parking privileges as an employee of Auburn University. A parking permit will be issued to you by the Parking and Transit Services Department located on Donahue Drive after you complete a registration form and pay the initial fee.

You should abide by the parking and traffic regulations in order to avoid any more traffic congestion than we already have and to avoid being fined. A copy of these traffic rules and regulations will be given to you when you register your vehicle.

### **Safety**

The prevention of accidents is primarily your individual responsibility as an employee. If any unsafe working conditions are detected, report them to your supervisor immediately. The University strives to develop and maintain safe working conditions and encourages you to work carefully and safely.

The University maintains a comprehensive Risk Management and Safety Division with specialists in accident prevention, environmental safety, fire prevention, laboratory safety, and radiation safety.

Specialists are available to assist with safety classes, inspection, and recommendations. Employees should call Risk Management and Safety for help at 334-844-4870. For emergencies, notify the Facilities Division Work Management Office at 334-844-4357 (844-HELP).

## Section III: Employee Benefits

### Education and Training

#### **Attending University Courses - The Employee Educational Improvement Benefit**

Because we recognize that education is and should be a continuous opportunity, the University allows full-time regular employees **to take resident University courses during a regular work-day** and receive a waiver for some or all of the fees associated with the attendance: (1) Full-time, regular employees are immediately eligible for a **waiver of the course registration fee**, and (2) after one full year of continuous employment, **tuition charges for the courses are waived up to five credit hours** per academic term. If you wish to take a course, you must consult your supervisor, take the necessary steps to become a student, and then sign up for the course. You may not pre-register for classes but must register only on the first day of class. You should discuss your involvement in the appropriate programs with your supervisor. Human Resource Development is the policy administrator for this program; questions about bills and fees should be directed to the office of Student Financial Services.

**Family Member Tuition Assistance Benefit** - Dependents and spouses of full-time employees are eligible for a 50% tuition remission each academic term. Dependents must be under the age of 24 and supported by the employee. Application forms and additional information are available from the Student Financial Services office or their website [www.auburn.edu/finaid](http://www.auburn.edu/finaid); this office is the policy administrator for this program.

**Training and Development** - Career development and job skills acquisition after employment are the joint responsibility of the employee and the employing unit, but the University assists by providing a program of training and development. Auburn University designed its program to improve organizational effectiveness and productivity through the enhancement of the skills, knowledge, abilities, and competencies brought to the position by the employee and necessary for work-related success, individual growth, and career development. Human Resource Development (HRD), a section within the Department of Human Resources, analyzes training and development needs, prepares and coordinates programs, budgets for those programs, monitors enrollment and completion, and provides records and certification of completed training.

Prior to the beginning of the academic year, HRD publishes the Training and Development Guide for each academic year, which describes all the course offerings for that period. At the beginning of each academic period, HRD will publish a separate “Schedule of Courses” listing the specific dates, times, and locations for all the course offerings for that academic term. The Guide and “Schedule” will announce the registration period for that academic period; usually the first two or three weeks of the period. Both the Guide and “Schedule” will be available at Human Resources’ University web site. Normally, the “Schedule” will be distributed and placed on the University’s web page the week before registration. There is an on-line registration system that can be accessed on the Human Resource Development web. Once registered for a class,

participants will receive an email confirming that they have been registered. HRD reserves the right to limit enrollment in classes based on class size, facilities, course content or focus, and curriculum requirement, when appropriate.

## **Employee Assistance Program**

Auburn University's largest investment and most valuable resource is its people. The goal of our Employee Assistance Program is to preserve and protect this valuable resource. A wide range of personal problems not directly associated with one's position of responsibility can adversely affect an employee's job performance. In most instances, the employee will overcome such personal problems independently, and the effect on job performance will be minimal. In other instances, normal supervisory assistance will serve either as motivation or guidance to resolve such problems, and the employee's job performance will return to an acceptable level.

Sometimes, neither the employee nor the supervisor can resolve the employee's problem, and unsatisfactory performance exists.

Auburn University recognizes that most human problems can be successfully treated or resolved, if identified early and appropriate action or care provided. This applies whether the problem is emotional, marital or family, legal, financial, alcohol or drug related or any other undetected behavioral/medical problem.

The purpose of this program is to assure employees that if such personal problems are the cause of deteriorating job performance, they will receive an offer of assistance to help resolve such problems in an effective and confidential manner through the services of the Employee Assistance Program. Contact Employee Relations in the Department of Human Resources for more information.

## **Holidays**

You will receive a minimum of eight paid holidays each year. University recognized holidays include: New Year's Day, Martin Luther King's Birthday, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving and the day after, and Christmas Day.

If the holiday falls on a Saturday you will receive the Friday prior to the holiday as your day off, and if it falls on a Sunday, you will receive the following Monday as the holiday. ***Additional holidays are often announced by the University President throughout the year.***

## **Insurance**

**Health Insurance** - Auburn University has a self-insured, group health insurance program for full-time University employees which is administered by Blue Cross and Blue Shield of Alabama. Participation in the program is optional, and there is no waiting period for pre-existing conditions. You must enroll initially within 30 days of full-time employment, or you may enroll later during the annual open enrollment period.

The program includes hospital benefits, preferred medical doctor benefits, a prepaid prescription drug card, major medical benefits, diagnostic X-rays, a chiropractor program, and alcohol and drug abuse rehabilitation benefits. Each benefit is explained more fully in the Group Health Care Plan booklet that may be obtained from the Payroll and Benefits Office.

If you choose to participate in this health insurance, the University contributes a portion of the monthly premium while your share is deducted from your paycheck and is exempt from federal, state, and FICA/Medicare taxes.

**Cancer Insurance-** Auburn University offers a choice of two cancer insurance plans both of which are fully funded by employee premiums. The primary purpose of cancer insurance is to assist with the non-medical costs associated with cancer. These policies pay benefits directly to the employee unless assigned to a doctor or hospital, regardless of any other insurance coverage in effect. This provides extra resources to help offset any financial loss experienced during this period. Participation in the program is optional.

Active, full-time, non-student employees are eligible if the most recent appointment period is continuous for a minimum of one year (nine or twelve as appropriate to the appointment). New employees must enroll within the first 30 days of employment. Others may apply for enrollment during the annual open enrollment period of November 1 through November 30. Additional information and enrollment forms may be obtained from the company representatives whose contact information can be obtained at the Payroll and Employee Benefits Website.

**The Preferred Dental Program** - This is an optional program which allows you to choose from two plans. The basic plan provides dental diagnostic and maintenance coverage from a dentist on a preferred list. The expanded plan offers more comprehensive coverage. You must enroll within 30 days of full-time employment or during the annual open enrollment period. All employees who enroll in one of the dental plans must commit to be in the program for at least a two consecutive year period.

**Vision Insurance** - In order to provide employees more options to consider for improving total health care coverage, the University offers a vision plan which is funded by employee premiums on a pre-tax basis. Full-time University employees are eligible to participate and must enroll within 30 days of eligibility or during the annual open enrollment period. Participation is optional. The employee is responsible for the cost of coverage.

**Life Insurance** - Also available is group term life insurance which has a base plan offering coverage up to an established limit with all costs paid by the University. There is also an opportunity to voluntarily purchase additional term life insurance up to three times your salary and to provide coverage for your dependents. A statement of health is not required for your coverage if you apply for this voluntary part of the insurance within 30 days following the date of your initial eligibility. However if you reject the voluntary life plan initially but decide later to

apply for coverage, you may apply at any time by furnishing a satisfactory statement of health. Coverage will begin upon approval by the life insurance company.

**Long-Term Care Insurance** - This type of insurance provides an opportunity to address your future, long-term care needs such as nursing home costs. For information regarding this benefit, contact the Payroll and Benefits Office.

### **Disability Insurance Plans**

**Group Disability Plan** - AU employees qualify for group disability coverage after one year of continuous service. This group plan has two parts:

- a. Salary Continuation during the first six months of disability and
- b. Long-Term Disability Insurance beginning at the end of the 6 month period.

Both parts provide a percentage coverage of the employee's salary. The Group Disability Plans are provided at no cost to the employee.

For the purpose of this insurance, total disability is, during the first two years, the inability to perform the duties of one's occupation. If the disability continues beyond two years, then total disability means that the disabled person is unable to engage in any business or occupation or to perform work for compensation, gain, or profit in an endeavor for which he or she is reasonably fitted by education, training, or experience.

**Supplemental Disability-Individual Insurance Plan** - This supplemental plan gives Auburn University employees the opportunity to complete their disability insurance program in accordance with their individual financial needs. The individual plan provides coverage during the one-year waiting period before the group plan takes effect; and, since it would not be coordinated with the group plan, provides additional monthly benefits during the total period of disability.

### **Leave Programs**

Employees eligible for participation in Auburn University leave programs are those on a Regular appointment of 50 percent time or more and who are expected to be employed continuously for twelve months or longer. Your supervisor may request written documentation prior to approving any paid leave except annual leave.

**Annual Leave** - The University provides annual leave which an employee may use for recreation or other activities in order to provide a change from the pattern of day-to-day work. Employees are encouraged to take, not accumulate, annual leave. Annual leave may not be used until it is accrued. Annual leave must be requested, and approved by the supervisor, in advance, using the appropriate form (HR8).

As an exempt employee, you will earn annual leave according to the following table:

CURRENT HIRE DATE	ANNUAL LEAVE ACCRUAL
1st to 16th	13.34 hrs/mo
17th to end of month	0.00 hrs/mo

You will be allowed to carry over two year's accrual of leave as of January 1 of each year. You will be compensated for accrued annual leave at the time of separation from University employment (termination or retirement) up to a maximum of one month's additional compensation.

As an Administrative and Professional employee you will earn annual leave at the rate of 13.34 hours per month (160 hours per year).

**Sick Leave** - Auburn University provides paid sick leave benefits to all eligible employees. Sick leave is defined as the absence of an employee from work for one or more of the following reasons:

- a. Personal illness or injury which prevents the employee from performing his or her duties.
- b. The employee's, or immediate family member's, appointment with a physician, dentist, optometrist, psychologist or other recognized health practitioner, hospital or clinic. Employees are expected to return to work as soon as the appointment is completed. Employees are encouraged to schedule such appointments outside working hours whenever possible.
- c. The illness, injury or disability of a member of the immediate family when the presence of the employee is required.

Your sick leave must be used for medical reasons. You must notify your immediate supervisor prior to the beginning of the scheduled workday if you are unable to report for work due to illness or injury. You must assume full responsibility for notifying your supervisor. A supervisor may request written documentation as to the circumstances of an employee's absence prior to approving **any paid leave** except Annual Leave.

As a full-time employee you will accrue sick leave at the rate of 8 hours per month (96 hours per year). Sick leave may not be used until it is accrued. "Hours worked" includes holidays and paid leave.

You accrue sick leave whenever you are in pay status, including approved leave with pay, with the exception of salary continuation pay. Sick leave does not accrue during any period of leave without pay. Sick leave accrues while participating in the on-the-job injury program.

If you have advance knowledge of the need for extended sick leave, you should notify your supervisor so arrangements can be made for a temporary replacement, if necessary. Included with such leave request must be a written document from the attending physician indicating the inclusive sick leave dates. The request will include a statement of the anticipated date on which you are approved to return to work, and a statement that you intend to return to work. Upon returning to work from extended sick leave, you must present written documentation from the attending physician certifying fitness to work. You are expected to give your supervisor as much notice as possible for the planned date of return to work.

Sick leave requests (HR 8) must be filed by the first workday following the return from an absence.

All eligible employees hired before October 1, 1990, may be compensated for unused sick leave at the rate of 25 percent of the balance, subject to a maximum of one additional month's compensation upon terminating University employment.

Outside employment during an employee's sick leave is prohibited and may result in disciplinary action up to and including immediate termination of employment.

Employees who transfer to or from another school or agency which participates in the State Teachers Retirement system, on or after August 2001, may retain their accrued and unused sick leave balances. Sick leave which is thus transferred to or from Auburn may be used for any purpose normally permitted for sick leave.

**Funeral Leave** - Eligible employees may be granted paid leave up to three working days for the funeral of an immediate family member. One additional day may be granted for travel purposes when the funeral is more than 100 miles from the regularly assigned work site or two additional days (i.e., five days total) when the funeral is more than 200 miles from the work site.

***Immediate Family*** - *For purposes of sick leave as well as funeral leave, the immediate family is defined as spouse, son, daughter, parents, stepchild, stepparent, brother, sister, stepbrother, stepsister, half-brother, half-sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild, grandparent, and grandparent-in-law.*

**Court and Jury Duty Leave** - Employees will be granted leave with pay when legally required to attend court, specifically when summoned for jury duty. Evidence of attendance (including applicable dates and time of service) in court is required before payment by the University. Employees are expected to return to work if released from court prior to the end of his or her scheduled work day. Reasonable travel time will be allowed.

**Military Leave** - An eligible employee who is an active member of the National Guard, State Guard, Naval Militia or the reserve components of the Army, Navy, Marine Corps, Air Force, or Coast Guard will be entitled to military leave of absence for training or other service for up to 21 days per calendar year. As an employee you must submit a request in advance for the leave, along with copies of your military orders, to the department head and AU Human Resources.

**Family and Medical Leave Act (FMLA) Policy** - In compliance with the FMLA of 1993, Auburn University will grant an eligible employee up to 12 work weeks of unpaid job protected leave within the defined 12-month period for any one or a combination of the following:

- a. The birth, adoption, or foster placement of a child or to care for a newborn child.
- b. The care of a family member (spouse, child, or the employee's parent) who has a serious health condition.
- c. A serious health condition of the employee that renders the employee unable to perform the functions of the employee's job.

For additional information, contact AU Human Resources at 844-4145.

**Leave Without Pay - (LWOP)** has three major categories:

**Extended Leave Without Pay** - a certified personal illness, injury, or disability. The critical nature of an immediate family member's illness or injury may also justify the granting of extended leave without pay depending upon the circumstances. All accrued sick leave must be used before extended sick leave without pay may be considered.

**Voluntary Leave Without Pay** - a leave status for employees who have exhausted applicable paid leave time, but who, for approved reasons, are not immediately returning to work. A memo of request for extended sick leave without pay will be submitted in advance through the Department Head to the Assistant Vice President for AU Human Resources for approval. The employee should provide a statement of the date he or she intends to return to work. Such leave, once approved, will not exceed a period of six months.

**Disciplinary LWOP** - placement on leave as a result of disciplinary action taken by an employee's supervisor and the University.

### **On-The-Job-Injury (OJI) Program**

The University On-the-Job-Injury Program provides medical and lost wage benefits for compensable, work-related injuries for University employees. Employees must report their injuries to their supervisor and the claims administrator, an independent processing firm, within three days of the incident causing the injury or illness. See the Risk Management Web site at <http://www.auburn.edu/administration/rms/> for the phone number of the claims administrator.

## Retirement Plans

The University administers both mandatory and voluntary retirement plans:

### Mandatory Plans

**Teachers' Retirement System of Alabama** - As a condition of employment at the University, all eligible employees in at least a 50% time capacity are required to join the Teachers' Retirement System of Alabama. Those employees appointed on a temporary basis for no longer than one year may be exempt for that period. All contributions to the retirement system are tax deferred for federal income tax purposes until retirement or withdrawal from the plan.

**The Federal Insurance Contribution Act (FICA)/Medicare** - This is the second mandatory retirement plan which is commonly called Social Security. A deduction is made from each employee's wages up to the maximum set by the Social Security Administration.

### Voluntary Plans

**Tax Sheltered Annuities** - University employees, under Section 403(B) of the Internal Revenue Code, have a means of deferring federal and state income tax that is unique to colleges, universities and other non-profit organizations. These tax deferred annuity plans offer tax and retirement benefit advantages which reduce your gross wages before federal and state taxes are computed. Theoretically, when these funds are withdrawn later in life, the employee is in a lower income tax bracket and receives a tax benefit.

You can enroll in a tax-deferred annuity plan at any time during the year by calling one of the approved companies' representatives. A list of those representatives can be found on the Payroll and Employee Benefits Website..

Generally, you are allowed to invest up to certain amounts in these plans and the University matches your contributions up to a certain level. Specific matching figures will be provided to you.

**Deferred Compensation Plan** - Section 457(B) of the Internal Revenue Code provides another investment vehicle to shelter current income from taxation. Only employee contributions are allowed. For information on participating companies, please refer to your benefits package material or contact the Payroll and Benefits Office.

## Other Benefits

**Auburn University Federal Credit Union** - Payroll deduction is permitted for savings and loans at the Auburn University Federal Credit Union. All necessary arrangements must be made through the Credit Union office.

**Benefits While on a Leave of Absence Without Pay** - Group health care and group life coverage may be extended for employees on official leave without pay as follows:

**Involuntary Leave Without Pay** - Coverage will continue with no change in premium provided the employee requests continuation of coverage and arranges for advanced premium payment. Periodic reviews will be made for employees to maintain this status.

**Voluntary Leave Without Pay** - Coverage will continue for the pay period for which his/her last premium was deducted.

**Professional Improvement or Study Leave** - Faculty and specifically identified Cooperative Extension employees who have been properly approved for professional improvement leave and/or study leave, will be permitted to maintain coverage with no change in premium contribution to the extent and conditions stated in the *Faculty Handbook*. The employee must request continuation of coverage and arrange for advance premium payment.

**Family Medical Leave** - Employees approved for leave under the Family Medical Leave Act will be permitted to continue their group health insurance coverage with no change in premium in accordance with the University's policy and procedures.

Please Note: In general, disability benefits will not be effective while on any of these four types of leave of absence without pay.

**Bookstore Discounts** - You are eligible for a 10% discount off the total purchase price of all items at the University Bookstore.

**Employers' Child Care Alliance** - Auburn University, in partnership with other major Lee County employers, formed this consortium to identify and address child care needs of employees. Its initial projects are (1) The Quality Enhancement Partnership through which several thousand hours of child care training have been sponsored and several centers assisted through incremental steps to accreditation; (2) BRIDGES, a full-time program of care for older children during the spring, summer, and after school hours; and (3) the Enhanced Resource and Referral Service for employee families.

**The Flexible Spending Account Plan** - allows you to elect a portion of your income to be used to pay for expenses such as outside medical premiums, unreimbursed medical expenses, and dependent child care with pre-tax money. The amounts contributed to the plan are not subject to federal, state, or FICA/Medicare taxes; therefore, you recognize tax savings for allowable expenses and an increase in your spendable income. The plan year runs from January 1 to December 31, and all full-time, non-student employees are eligible to participate if their most recent employment period is continuous for a minimum of one year—nine or twelve months as appropriate to the appointment. Participation is optional, and there is a 30-day enrollment period

each year. This plan does not roll over from one year to the next—you must enroll each November.

**United States Savings Bonds** - Monthly payroll deductions are available for United States Savings Bonds. You may request application forms from the Payroll and Employee Benefits office.

**United Way** - All faculty and staff are invited to participate in the annual United Way Fund Drive. The necessary pledge cards are distributed each fall by the United Way local representatives and should be returned to the local representatives who will forward the pledge card to Payroll and Employee Benefits Office for payroll deduction.

## **Section IV: Employee Rights and Responsibilities**

Auburn's philosophy is that you have the right to fair and equitable treatment and that you are responsible for conducting yourself in accordance with University policies and procedures.

### **Employee Conduct and Job Rules**

**General** - Auburn University's rules concerning employee conduct and job performance are simple, common-sense guidelines. They are necessary to ensure that all employees can work in an orderly, efficient, economical manner, free from disturbances which hinder job training, job production, and job enjoyment. It is the full responsibility of each employee to know what University and departmental rules and regulations do exist and to observe them at all times.

**Classification of Rules And Regulations** - Rules and regulations are classified by degree of severity so that corrective action can be consistently administered. The classifications of severity and the rules are intended as general guidelines to good judgment and fair treatment. Rules are not restricted to those listed, for some are covered by specific departmental regulations which will be discussed with the employee by the supervisor. Employees shall know and understand what these other regulations contain as well as the general conduct and job performance rules listed here.

**Group I** - Employees found in violation of these rules and regulations will be subject to immediate discharge:

- a. Intimidating or intentionally imposing on the rights and privileges of other employees.
- b. On University property, drinking intoxicants or using drugs particularly when there may be an adverse effect or danger to other employees.
- c. Changing or otherwise falsifying or forging any University records, permits, time cards or time sheets, licenses, certifications, passes, badges, or the approving signatures thereon.
- d. Indulging in grossly offensive, obscene, or immoral conduct.

- e. Deliberately restricting production output and/or University operations or concealing defective work.
- f. Stealing or misappropriating University property or property belonging to other employees.
- g. Intentionally defacing or damaging University property or the property of other employees.
- h. Fighting on University property or creating disturbances which adversely affect morale, production, studies, or discipline.
- i. Any other actions not listed in a-h above but considered by the University as constituting major misconduct, insubordination, gross negligence, or gross disregard of obligation to the University. Such actions will include violation of another employee's protection against discrimination or harassment as set out in the Equal Opportunity Affirmative Action Policy of Auburn University.

**Note:** Under certain circumstances, being convicted of a criminal offense outside of the University could lead to discharge. Specific action will be determined by the nature of the offense and the employee's job performance.

**Group II** - Employees found guilty of these actions, except where the circumstances are extremely aggravated, will be given a last Formal Written Reprimand which will show that any repetition of the violation or further violation of University rules, generally within six months, could result in discharge. Such written reprimands will be posted to the employee's individual record.

- a. Sleeping while on duty during working hours.
- b. Continually or intentionally disregarding any appropriate departmental or University rules.
- c. Reporting to work under the influence of intoxicants, narcotics, or drugs particularly when there may be an adverse effect or danger to other employees.
- d. Refusing to obey reasonable and necessary orders or job assignments or using abusive or threatening language.
- e. Indulging in horseplay or malicious mischief in any form.
- f. Smoking in nonsmoking areas or disregarding any University security or fire regulations.
- g. Leaving University premises prior to the end of any normal work period without prior notice or approval.
- h. Failing to return to work at the end of an authorized leave period unless supervision has been advised of the reason for delay.

**Group III** - Employees who are guilty of these actions listed, except where circumstances are extremely aggravated, will be (in order and as repeated violations occur)

- a. Given an oral reprimand .
- b. Given a written formal reprimand.

- c. Given a last formal reprimand showing the employee was advised that future offenses could be subject to demotion, suspension or discharge.

These actions are:

- a. Failing to immediately report to the employee's supervisor all injuries or illnesses occurring at work.
- b. Continually disregarding normal safe work practices.
- c. Contributing to poor housekeeping or unsanitary conditions.
- d. Practicing poor personal hygiene.
- e. Distracting or annoying other employees while they are performing assigned duties.
- f. Damaging University property and equipment through improper use or lack of care.
- g. Abusing sick leave privileges.
- h. Failing to notify the employee's supervisor each day of any absence from scheduled work.
- i. Failing to comply with a department's dress policy.
- j. Having continued absences or tardiness from scheduled work for which the reasons for absence or tardiness are not considered valid.

**Note:** Employees serving in their probationary periods of initial employment or re-employment are considered to be on a trial basis, and they could be formally disciplined and/or discharged for any conduct or job performance rule violation during this probationary period. They also do not have a right of appeal except for grievances pertaining to pay matters or those based on claims of discrimination or harassment because of race, color, religion, sex, age, disability, national origin, or veterans status.

## **Progressive Disciplinary Procedures**

Auburn University encourages open and informal discussion of complaints and problems between supervisors and employees. Supervisors should afford employees the opportunity to discuss their complaints and problems. When a conflict between supervisors and employees cannot be resolved through normal channels, one or both parties may seek resolution and advice from Human Resources.

## **Grievance Procedures**

### **I. Purpose**

To set forth a procedure for the resolution of grievances for Staff, Administrative and Professional employees at Auburn University.

### **II. Definitions**

Employee: Refers to a non-faculty individual (exempt or non-exempt) currently employed by the University who has completed his/her probationary period.

Grievance: A grievance is an allegation by an employee that there has been a violation, misinterpretation, misapplication, or unreasonable application of a University policy, procedure, rule, or regulation regarding the employee's employment conditions.

Grievance Committee: A committee of the employee's peers formed to assist employees in the resolution of employment related conflicts.

Grievance Hearing Panel: A subset of the Grievance Committee selected to review and make recommendations for the resolution of a specific employee grievance.

### **III. General Policy**

A staff, administrative, or professional employee who is seeking a solution concerning a disagreement, constituting a grievance, as defined in Section II above, may seek such a resolution using this policy.

Employees who feel they are being discriminated against because of race, color, sex, national origin, religion, age, veteran's status, or disability should immediately and directly take the issue to the Office of Affirmative Action-EEO which can be reached at (334) 844-4794 or via the web at <http://www.auburn.edu/administration/aaeeo/>

While the University recognizes the employee's right to file a grievance, the employee must discuss his/her concerns with the immediate supervisor and/or department head before filing a grievance. If the immediate supervisor is alleged cause of the grievance, the grievant will take the concern to the next level of management. Experience shows that most concerns can be resolved informally at the supervisory level without the need for a formal grievance. The Human Resources Office provides mediation services to assist an employee in resolution of a problem or conflict.

Grievances based upon the termination of a non-probationary employee or the significant or continued reduction of pay as a result of disciplinary action qualify automatically for a hearing if a timely request is made by the grievant.

The grievance process is not a formal court proceeding, but is a peer review process for employees to resolve grievances.

### **IV. Pre-grievance Mediation**

Disputes between employees and supervision that are not settled through discussions between management or the Human Resources Department can be submitted to mediation. Management or the employee can request mediation. Either party can request mediation by notifying the Human Resources Department of their willingness to mediate. Mediation is a less formal means of settling disputes and is strongly encouraged as an alternative to filing a grievance. Both parties

must agree to mediate, otherwise the process cannot proceed. Either party must notify the Human Resources Department within fifteen working days from the occurrence of the dispute of their intent to mediate. Human Resources will provide access to trained mediators available to facilitate the process. If you need assistance, please contact Human Resources at 844-4145 located in Langdon Hall.

## **V. Form**

Copies of the official Auburn University Grievance Form are available from the Human Resources Office or via the web at [http://www.auburn.edu/human\\_resources/forms/index.html](http://www.auburn.edu/human_resources/forms/index.html). The form is to be used by all employees seeking resolution of a grievance under the grievance procedure. The Grievance Committee should not consider a grievance unless it is properly submitted on the official grievance form. The completed form shall be submitted to the Human Resources Office, which will be responsible for forwarding copies to the appropriate individuals.

## **VI. Time Limits**

The time limits prescribed in Article XII below must be strictly followed unless they are extended by mutual written agreement. Failure of the employee to adhere to the time limits shall result in his/her waiving all rights under the grievance procedure for the issue(s) raised in the grievance. Failure of the person(s) against whom the grievance is filed to adhere to the time limits will authorize the employee to move to the next step of the grievance procedure. An exception to this rule may be made in cases when the Grievance Committee Chair requires additional time to research the issues stated in the grievance.

## **VII. Examples of Actions Which Are Not Grievable**

- Salaries
  - Hiring salaries
  - General salary adjustments
  - Promotional salary adjustments
  - Other salary adjustments
- Performance reviews
- Verbal counseling
- Voluntary resignations
- Position elimination due to restructuring and/or layoffs
- Position classification/reclassification decisions
- Hiring and promotion decisions
- Actions that fall within the purview of the AA/EEO Office
- Termination from employment during initial probationary period.
- Termination from employment based on felony conviction or unavailable for work due to incarceration
- Termination from employment while in a temporary employment status

- Any action that cannot be substantiated with facts (i.e., Employee cannot bring forth a grievance based on assumptions, rumors, innuendo or gossip)
- Matters that are already under review or for which a decision has been rendered under another process

### **VIII. Employee Advisor**

Employees shall have the right to have one advisor of their choice present at each step of the grievance procedure. Such advisor may observe all proceedings and may only confer with the employee. The advisor has no formal voice in the process. The advisor, if also a University employee, shall, at such times as approved by the advisor's supervisor, be granted the necessary time off during working hours to attend formal proceedings without loss of pay and without charge to annual or compensatory pay. The time needed to prepare grievance materials should be done on the employee's time off.

The advisor may also be an individual selected from outside the University. However, if the advisor selected by either party is an attorney, notice must be provided to the remaining party through the Grievance Committee. In cases where a grievance is filed by a subordinate against a supervisor, a supervisor may not select an attorney as an advisor unless the grievant has chosen an attorney as his or her advisor. Attorneys must follow the same guidelines as other advisors with regard to participation in the grievance process.

### **IX. Witnesses**

Employees shall have the right to submit a list of potential witnesses to support their allegations. The Grievance Hearing Panel will make the determination as to which witnesses will be called to testify. In the event that a witness is unable to attend the formal grievance proceedings, and the Hearing Panel has determined the witness has relevant information, an affidavit may be submitted.

Witnesses will not be required to testify under oath. However, each witness who is an employee of the University should be aware that any deliberate falsehood can result in a disciplinary action against the witness.

The Grievance Hearing Panel may grant adjournments of reasonable length to enable either party to investigate evidence if the Hearing Panel believes a valid claim of surprise is made concerning that evidence.

Grievance Hearings shall be closed. No witness (except the parties themselves) will be allowed to hear the testimony of any other witness.

### **X. Retaliation**

No employee or faculty member is to take reprisal action against an employee who uses the grievance procedure, serves as an advisor, or participates in any way (e.g. witness) in the

grievance process. Any employee or faculty member violating this prohibition against retaliation may be subject to disciplinary action, up to and including, termination. Additionally, no employee or faculty member is to use an official position to attempt to improperly influence the grievance process.

## **XI. Withdrawal of a Grievance**

In certain instances, a grievance may be dismissed. All parties to a dismissal will be notified in writing. Examples of dismissals are withdrawal by the grievant, determination by the Hearing Panel, or voluntary resignation of the grievant. A voluntary resignation of employment from Auburn University by the grievant will automatically terminate the process of the Formal Grievance Hearing.

## **XII. Steps in the Grievance Procedure**

### **Step 1:**

An employee is expected to file a grievance form, along with additional supporting documents as they deem necessary, to the Human Resources Office within forty-five (45) calendar days of the alleged occurrence. Once the grievance has been filed, the Human Resources Office will forward a copy to the appropriate Chair of the Grievance Committee.

### **Step 2:**

The Grievance Committee Chair has five (5) working days to make a determination as to whether or not the issue is grievable with assistance from Human Resources in an advisory role. If the Grievance Committee Chair determines that the issue is not grievable, he/she will mark the appropriate box, state the reason the issue is not grievable, sign the form and return to the Human Resources Office. If the Grievance Committee Chair determines that the issue is grievable he/she will mark the appropriate box, sign the form and then proceed to Step 3.

### **Step 3:**

Once an issue is determined to be grievable, the Human Resources Office will forward a copy of the grievance form and statement to the person(s) against whom the grievance has been filed. He/she has ten (10) working days to provide a rebuttal statement upon receipt of the documents. When the person against whom the grievance has been filed has completed his rebuttal statement, it should be forwarded, along with all supporting documents, to Human Resources and the appropriate Grievance Committee Chair.

During the same ten (10) working day period, the appropriate Grievance Committee Chair will work with the grievant and the person(s) against whom the grievance has been filed to select a Grievance Hearing Panel from the Grievance Committee(s).

The Grievance Committee will consist of fifteen members appointed at-large from their respective governance group. A minimum of one member from each of the major vice presidential representative's categories will be maintained on the committee at all times. The

chair will be elected from within the Grievance Committee and will serve for a one year term.

The Hearing Panel will consist of three (3) individuals. It will be the responsibility of the Grievance Committee Chair to determine who is available to serve on the Hearing Panel. Refusals should be based on strong reasons such as recent service on a large number of hearings, prior commitments that make service difficult to arrange, or knowledge of the parties or issues that makes it difficult to be impartial. The Grievance Committee Chair may, at his or her discretion, request a replacement panel member if extended illness or other circumstances prevent discharge of the Hearing Panel member's responsibility.

A list of all eligible committee members who have not been recused will be supplied to both parties of the grievance by the Grievance Committee Chair. The grievant and the person(s) against whom the grievance is filed will each select one member from their respective Grievance Committee Groups. Each party will have two (2) working days to make their choice. In the event that both parties choose the same person, the grievant will have an additional two (2) working days to choose a second member. The third participant in the Hearing Panel will be selected by the two (2) members of the newly appointed Panel from the Grievance Committee Groups. It is the responsibility of the Hearing Panel to select its Hearing Panel Chair.

Once the Hearing Panel has been selected, the Grievance Committee Chair will distribute all statements and will contact all parties to establish a hearing date and location.

**Step 4:**

The Hearing Panel will be an informal proceeding. The Hearing Panel may admit any evidence that it considers to be of value in determining the issues subject to the Hearing Panel's judgement as to the relevance, credibility and weight of the evidence. The Hearing Panel may ask the parties to produce evidence of specific issues, may examine witnesses, and may call and examine its own selection of witnesses. Both parties and the Human Resources Office will cooperate with the Hearing Panel in obtaining witnesses and making documents and other evidence available as needed by the parties or the Hearing Panel unless it is determined by the Vice President or President that the information sought is confidential and not subject to release. Each member of the Hearing Panel shall avoid any discussions of the case with the parties or their advisors before the hearing.

During the hearing, each party will have the right to ask questions of all witnesses appearing at the hearing and may rebut any evidence heard by the Hearing Panel.

An official record (tape recorded or otherwise) of the hearing will be made by the Hearing Panel. A copy may be made available to each party upon request.

The Hearing Panel will base its findings and recommendations solely on relevant facts surrounding the issues and material presented during the hearing. The Hearing Panel will render a consensus opinion. The Hearing Panel's findings and statements of recommendations shall be

prepared in writing and submitted to the grievant, the person(s) against whom the grievance was filed, the appropriate Grievance Committee Chair(s) and Human Resources Office within fifteen (15) working days of the Hearing.

Human Resources Office will report the Hearing Panel findings and recommendations to the appropriate Vice President. If the Vice President was a party to the original grievance or the direct supervisor of the employee, then the findings and recommendations shall go to the President.

Upon receipt of the Hearing Panel's recommendation, the Vice President will have thirty (30) calendar days to note his/her response on the Grievance Form, sign and forward to the Human Resources Office. The Human Resources Office will then notify all parties of the University's final disposition of the grievance.

No employee will be entitled to more than one formal hearing on the same complaint.

Retention of all records, tapes, and committee notes will be returned to the Grievance Committee Chair who will submit them to the Human Resources Office for final retention.

## **Section V: Policies Pertaining to the University as a Workplace**

The policies cited below that pertain to Equal Employment Opportunity, Harassment, Employment of Individuals with a Disability, and Drug-Free Campus and Workplace are responsive to University commitments and provisions of state and federal statutes. Changes in federal law in areas covered by these policies take precedence over the policies cited here.

Auburn University has an Affirmative Action Plan, in compliance with U.S. Department of Labor regulations. A copy is on file in the Office of Affirmative Action/Equal Employment Opportunity. Requests to review the University's Affirmative Action Plan should be directed to the AA/EEO Office at 844-4794. The Equal Employment Opportunity Policy, Non Harassment of Employees Policy, Affirmative Action Policy on Employment of Individuals with a Disability, and Affirmative Action Policy on Employment of Veterans printed below are part of this plan.

### **Equal Employment Opportunity Policy**

Auburn University recognizes its moral and legal obligation to provide a work environment in which employment opportunities are open to all qualified individuals without discrimination on the basis of race, color, sex, age, religion, national origin, disability, or covered veteran status. The University affirms its commitment to this principle and to an affirmative action program which not only establishes the goal of achieving equal opportunity in employment, but which also detects and eliminates any elements of discrimination in employment which may be found to exist within the institution. The University also commits itself to maintaining on a nondiscriminatory basis the conditions for continuing employment and for individual advancement within the job structure of the University.

Auburn University is committed to the following principles:

- a. Recruiting, hiring, training, retaining, and promoting individuals, in all job classifications, without regard to race, color, religion, sex, age, national origin, disability, or covered veteran status, except where sex or national origin are bona fide occupational qualifications;
- b. Making employment decisions so as to further the principles of equal employment opportunity;
- c. Insuring that promotion decisions are in accordance with principles of equal employment opportunity by imposing only job related requirements for promotional opportunities;
- d. Insuring that all personnel actions, such as compensation, benefits, transfers and leave policies, are administered without regard to race, color, religion, sex, age, national origin, disability, or covered veteran status; and
- e. Insuring that harassment of employees by other employees or non-employees in connection with work-related matters is not tolerated. This refers to any form of harassment related to an employee's race, color, sex, religion, national origin, age, disability, or covered veteran status.

It is a violation of this policy to take an adverse employment or academic action against any student, faculty or staff member because he/she has opposed any practice they reasonably believe to be discriminatory or filed any internal or external complaint/grievance/charge or participated in any investigation or proceeding, in accordance with this Equal Employment Opportunity Policy.

Each contractor, supplier, union, public agency, or other cooperative agent is required to support this policy by complying with all applicable State and Federal equal employment opportunity laws and regulations.

Responsibility and authority for the dissemination and implementation of this policy lies ultimately with the President of the University with assistance from the Affirmative Action Officer. Practically, the responsibility and authority to act affirmatively to provide equality of opportunity in education and employment lies with all who are in decision-making positions within the University. It is the intent of the University to commit appropriate resources and create a supportive atmosphere for the practical responsibility and authority to be exercised.

The Affirmative Action/Equal Employment Opportunity Officer for Auburn University is responsible for supervision of the University's equal opportunity program and for monitoring its effectiveness.

### **Non Harassment of Employees Policy**

Auburn University prohibits any form of harassment of its employees related to an employee's race, color, sex, religion, national origin, age, disability, or covered veteran status. Any violation of this policy will be treated as a disciplinary matter. The term "harassment" includes, but is not necessarily limited to slurs, jokes, other verbal, graphic, or physical conduct relating to an

individuals race, color, sex, religion, national origin, age, disability, or covered veteran status. Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature when

- a. Submission to or toleration of such conduct may be explicitly or implicitly a term or condition of employment, evaluation or participation in University activities; or
- b. Submission to or rejection of such conduct may be used as the basis for employment decisions affecting the employee's work experience; or
- c. Such conduct has the purpose or effect of substantially interfering with an employee's performance or creates an intimidating, hostile or offensive work environment.

Violation of this policy by any employee shall subject that employee to disciplinary action, up to and including discharge.

It is a violation of this policy to take an adverse employment action against any employee, because he/she opposed any practices they reasonably believed to be discriminatory, or filed an internal or external complaint/grievance/charge, or participated in any investigation or proceeding, in accordance with this policy.

If an employee feels that he or she is being harassed by any other employee (including supervisor, coworker, etc.) because of race, color, sex, religion, national origin, age, disability, or covered veteran status the employee should at once make this known to his or her immediate supervisor. The supervisor will promptly notify the University's Office of Affirmative Action/Equal Employment Opportunity, which will see that the matter is investigated, and that, where appropriate, disciplinary action is taken. If the employee does not feel the matter can be discussed with the supervisor, the employee should notify the Office of AA/EEO and arrange for a conference to discuss the complaint.

Harassment of University employees in connection with their work by non-employees may also be a violation of this policy. Any employee who becomes aware of any harassment of an employee by a non-employee should report such harassment to his or her supervisor or to the Office of AA/EEO, which is responsible for investigating all such incidents. Appropriate action will be taken against non-employee violators of the policy.

### **Affirmative Action Policy on Employment of Individuals with a Disability**

It is the policy of Auburn University, at all levels of employment, to take affirmative action to employ, to advance in employment and otherwise to treat qualified employees and applicants with a disability without discrimination based on physical or mental disability. Position action shall be taken to ensure the fulfillment of this policy. This policy covers

- a. Hiring, placing, upgrading, transferring and demoting employees;
- b. Recruiting, advertising and soliciting applicants for employment;
- c. Treatment of employees during employment;
- d. Rates of pay and all forms of compensation and employment benefits;

- e. Selection for training and promotion;
- f. Layoff and termination;
- g. Facilities and activities sponsored by Auburn, including social or recreational programs; and
- h. Other terms, conditions, and privileges of employment.

The University's policy is consistent with the requirements and objectives set forth by Section 503 of the Rehabilitation Act of 1973, as amended, 29U.S.C. §793 ("the Act") and the Americans with Disabilities Act of 1990, 42 U.S.C., §1201 et. seq.

The University's objective is to employ individuals qualified or trainable for positions based upon job related standards involving education, training, experience and personal qualifications.

Responsibility for supervising compliance and continued implementation of this policy on employing, advancing in employment, and otherwise fairly treating qualified individuals with disabilities is assigned to the AA/EEO Officer.

Employees and applicants are protected from coercion, intimidation, interference of discrimination because of physical or mental disability or because they have engaged or may engage in any of the following:

- a. Filing a complaint;
- b. Assisting or participating in an investigation, compliance review, hearing or any other activity related to the administration of the Act or any other Federal, state or local law requiring equal opportunity for disabled persons;
- c. Opposing any act of practice made unlawful by the Act or any other Federal, state or local law requiring equal opportunity for disabled persons;
- d. Exercising any other right protected by the Act.

### **Affirmative Action Policy on Employment of Veterans**

Auburn University will not discriminate against any employee or applicant for employment because he or she is a special disabled veteran or veteran of the Vietnam era in regard to any position for which the employee or applicant for employment is qualified. We will take affirmative action to employ, advance in employment and otherwise treat qualified individuals without discrimination based on their status as a special disabled veteran or veteran of the Vietnam era in all employment practices, including the following:

- a. Hiring, placing, upgrading, promoting, awarding of tenure transferring and demoting employees, layoff, and rehiring;
- b. Recruitment, advertising and job application procedures;
- c. Treatment of employees during employment;

- d. Rates of pay and all forms of compensation or employment benefits including leaves of absence, sick leave or any other leave;
- e. Selection for training, job assignment, job classification, professional meetings, conferences and selection for leaves of absence to pursue training;
- f. Layoff and termination;
- g. Facilities and activities sponsored by Auburn, including social or recreational programs; and
- h. Any other term, condition or privilege of employment.

Auburn University's policy is consistent with the requirements and objectives set forth by Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 (VEVRAA), 38U.S.C § 2012, as amended. Auburn University's objective is to employ individuals qualified or trainable for positions based upon job-related standards involving education, training, experience and personal qualifications.

Responsibility for supervising compliance and continued implementation of this policy on employing, advancing in employment, and otherwise treating disabled veterans and veterans of the Vietnam era fairly is assigned to the AA/EEO Officer.

Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities:

- a. Filing a complaint.;
- b. Assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of the affirmative action provisions of the VEVRAA or any other Federal, state or local law requiring equal opportunity for special disabled veterans or veterans of the Vietnam era;
- c. Opposing any act or practice made unlawful by VEVRAA or its implementing regulations or any other Federal, state or local law requiring legal opportunity for special disabled veterans or veterans of the Vietnam era; or
- d. Exercising any other right protected by VEVRAA or its implementing regulations.

### **A Drug-free Campus and Workplace Policy for Auburn University and Auburn University at Montgomery**

Auburn University and Auburn University at Montgomery (hereinafter referred to as "University") have the policy of providing students and employees a drug-free campus environment. Drug abuse affects all aspects of American life: it threatens the student's educational development and the workplace, as well as the community. In order to promote a safe and efficient educational and work environment, this policy has been adopted to supplement existing University policies, practices, and procedures. Implementation of this policy is subject to restrictions contained in all local, state, and federal laws.

"Workplace" means any office, building, classroom, or property (including parking lots) owned or operated by the University, or any other site at which an employee is to perform work for the employer. An "employee" of University is any faculty, staff, or student receiving remuneration

for services rendered. "Student" means any person registered at University for any type of academic credit, except for continuing education units, regardless of the length of the student's program of study. "Possess" means to be contained either on a student's or employee's person, or in a student's or employee's motor vehicle, tools, briefcases, bookbags, or areas entrusted to the control of the student or employee. "Impaired" means under the influence of an illicit drug or alcohol such that the student or employee is unable to perform his or her assigned tasks properly.

Drug abuse creates problems for the entire University. It decreases the student's capacity to learn, thereby inhibiting one's educational development. It interferes with an employee's efficient and safe performance of work responsibilities and reduces the employee's dependability. Drug abuse can adversely affect health, safety, and productivity while destroying public confidence and trust. Therefore, it is the policy of University that the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs or alcohol by students or employees is prohibited at any time on any University property or at any University activity. No employee will report for work or will work or be present in the workplace who is impaired by an illegal drug or by alcohol. No student will attend classes or any University activity who is impaired by illegal drugs or alcohol. Employees or students who are so impaired or who unlawfully possess, use, manufacture, dispense, or distribute illicit drugs or alcohol in the workplace, on any University property or at any University activity are subject to the disciplinary procedures of University, which may include dismissal, expulsion, and/or referral for prosecution.

All students and employees shall be provided a copy of the Drug-Free Campus and Workplace Policy for the University. As a condition of enrollment or employment, the student and employee will abide by the terms of this policy. It is the responsibility of the AU Human Resource Department, the Office of the Vice President for Academic Affairs, and the Office of the Dean of Students to distribute this written policy statement to students and employees under their jurisdiction. It will be the responsibility of counterpart officers on the Auburn University at Montgomery (AUM) campus to assure like distribution.

Any employee receiving a criminal drug statute conviction for a violation occurring in the workplace shall notify the Human Resource Department, the Office of Vice President for Academic Affairs, or the Office of the Dean of Students of such conviction not later than five days after such conviction, and such offices will immediately report this information to the Office of the Vice President for Research. If the employee reporting such a conviction is employed under a contract or grant, Auburn University, through the Office of the Vice President for Research, will notify the appropriate granting or contracting agencies within ten days after receiving such notice of a criminal drug statute conviction. The same procedure will be followed at AUM, with reporting to counterpart offices on the Montgomery campus.

AU Human Resources on behalf of Auburn University has established the drug-free awareness program, now held quarterly, to inform employees about the danger of drug abuse in the workplace. Human Resources, through Human Resource Development and the Employee Assistance Program, shall offer drug abuse training and treatment referral in appropriate circumstances. The AU Medical Clinic, Student Counseling Services and the Health Behavior Assessment Center provide educational information and programming as well as assessment, first-level intervention services and/or referral for AU students with alcohol and/or other drug

concerns. These services are provided on the AUM campus by the Office of Human Resources, the Office of Student Affairs, and the Student Counseling Center.

A committee, appointed by the President, will promote and further develop the University's drug prevention program. This committee will establish procedures to ensure an annual distribution, in writing, to each student and employee: a) a description of applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol; b) a description of the health risks associated with the use of illicit drugs and the abuse of alcohol; and c) a description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students. The committee will evaluate the University's drug prevention program biennially to determine its effectiveness and report to the President. The committee's report will include recommendations for changes that are needed in the program and identify any evidence that disciplinary sanctions are not consistently enforced for violations of this policy.

For Further information, contact the office of Student Counseling Services (844-5123).

Web site: [http://www.auburn.edu/student\\_info/student\\_life/recreation/](http://www.auburn.edu/student_info/student_life/recreation/)

### **Smoking Policy**

It is the policy of Auburn University to prohibit the smoking of tobacco within the interior of any building or facility except under the conditions described below:

- a. Residential units owned by the University and occupied by individuals or families are subject to the smoking preferences of the occupants.
- b. Residence hall rooms inhabited by two or more individuals will be considered to be no smoking areas if one of the occupants is a non-smoker. Every effort will be made to avoid the involuntary placement of smokers and non-smokers together in the same room.
- c. Smoking at University sponsored public events at Beard-Eaves Memorial Coliseum and intercollegiate athletic facilities will be regulated by the management of those facilities in conjunction with the local fire authority.

In keeping with the University's concern for the well being of its employees and students, smoking cessation classes are provided by Human Resources Development and Student Health Services. Failure to comply with this policy will constitute a violation of University policy and may be dealt with accordingly through established, formal disciplinary procedures.

Requests for assistance and questions regarding this policy can be addressed to the Office of Risk Management and Safety (334) 844-4805.

### **Weapons Policy**

Auburn University prohibits possession, use, and transportation of any dangerous or potentially dangerous weapons described below on all University properties.

- Fixed blade knives concealed on the person or in vehicle (I.e., Bowie knife, knife, or instrument of like kind or description.
- Shotgun or rifle or other shoulder gun
- Pistol or revolver
- Air gun (I.e., air or gas powered rifle or pistol)
- Bow & Arrow (I.e., archery equipment)
- Slingshots (including throwing weapons)
- Swords
- Crossbows
- Brass knuckles
- Fireworks or explosive devices

This policy shall apply to all Faculty, Staff, Students of Auburn University and to all visitors to the Campus or AU Properties.

### **Exclusions**

This policy shall not apply to duly authorized law enforcement officials in the lawful discharged of their duties.

Temporary exclusions may be granted by written permit only by the Auburn University Public Safety Liaison (Maj. Melvin Owens) at (334) 844-2262 for job related, educational or demonstration purposes.

Where applicable concerning these instruments, Department Heads and respective instructors may be granted a blanket authorization for organized activities by the Auburn University Public Safety Liaison, Maj. Melvin Owens, or the Chief of Campus Police at the Auburn University at Montgomery (AUM) campus. Said organizations must guarantee qualified instruction, safety, and security for such activities.

Where applicable, all Federal, State and local laws and ordinances will be strictly enforced by City of Auburn Police Department or AUM Campus Police and respective mutual air agencies and shall be separate from this administrative policy.

## **Solicitation and Distribution**

Distribution, canvassing and placing of signs and posters for solicitation purposes, chain letters, and collection of any kind, and sales of tickets or merchandise are not permitted on University property unless prior approval is granted by the appropriate authority.

## **Political Activity**

Each employee of Auburn University is specifically exempted from any obligation or compulsion to support any candidate or cause even though the support of such candidates or cause may be urged or suggested by any other employee of the institution, or division, school, or department thereof. An individual employee of the University who may be expressing personal support for a

candidate or partisan issues should do nothing to suggest or imply that he speaks as a representative of Auburn University.

Auburn University recognizes the constitutional rights of its employees to participate in and to assume the responsibilities of citizenship in government affairs. These rights include that of seeking public office in local, county, state and federal governments. It must be recognized, however, that this participation must not interfere with the performance of the employee's work obligations to the University.

Any employee who may decide to qualify for full-time elective office in federal, state, county, or municipal governments will submit his resignation at the time he presents his request for qualification as a candidate of election. Such resignations will be upon the standard forms and will be processed in the same manner as all other resignations. Such persons, so resigning, will do so without any guarantee by Auburn University that they may be re-employed in the event they are not elected; or, if elected, that they may be re-employed while holding an elective office; or, that they may be re-employed at the expiration of the term of office for which they have been elected.

Full-time employees of Auburn University may serve in nominally remunerative local and county elective offices provided the duties and responsibilities of such offices do not interfere with the proper performance of the duties of such employees to the institution. In such cases, it will be the duty of the employee, before qualifying for such nominally remunerative local or county elective office, to receive the approval of Auburn University. Such approval will depend only upon the effect of the elective office on the employee's ability to perform his or her University duties. However, in no case will such approval carry with it any obligation of Auburn University to support any such candidate.

## Important Telephone Numbers & Web Addresses

Department	Phone	URL
Affirmative Action	844-4794	<a href="http://www.auburn.edu/administration/aaeeo/">www.auburn.edu/administration/aaeeo/</a>
AU Credit Union	844-4120	<a href="http://www.auburn.edu/products/aufcu/">www.auburn.edu/products/aufcu/</a>
AU Human Resources	844-4145	<a href="http://www.auburn.edu/administration/human_resources/">www.auburn.edu/administration/human_resources/</a>
AU Parking Department	844-4143	<a href="http://www.auburn.edu/administration/iss/admin_services/public_safety/parking.htm">www.auburn.edu/administration/iss/admin_services/public_safety/parking.htm</a>
Bookstore	844-4241	<a href="http://www.auburn.edu/bookstore/">www.auburn.edu/bookstore/</a>
Budget Services	844-5852	<a href="http://www.auburn.edu/budget">www.auburn.edu/budget</a>
Controller	844-5588	<a href="http://www.auburn.edu/controller">www.auburn.edu/controller</a>
Conference Center	844-4718	<a href="http://www.auhcc.com/">www.auhcc.com/</a>
Contracts & Grants Accounting	844-4847	<a href="http://www.auburn.edu/candgaccounting">www.auburn.edu/candgaccounting</a>
CopyCat	844-4187	<a href="http://www.auburn.edu/copycat/">www.auburn.edu/copycat/</a>
Facilities (Work Order)	844-4357	<a href="http://php.auburn.edu/administration/facilities/work_order/work_order.php">php.auburn.edu/administration/facilities/work_order/work_order.php</a>
Financial Policies & Procedures Manual		<a href="http://www.auburn.edu/administration/business_office/policy_manual">www.auburn.edu/administration/business_office/policy_manual</a>
Financial Reporting	844-4623	<a href="http://www.auburn.edu/finreporting">www.auburn.edu/finreporting</a>
Foy Student Union	844-4244	<a href="http://www.auburn.edu/student_info/student_affairs/stdunion/sunion.html">www.auburn.edu/student_info/student_affairs/stdunion/sunion.html</a>
I.D. Card Center	844-4507	<a href="http://frontpage.auburn.edu/tigercard/">frontpage.auburn.edu/tigercard/</a>
Information System Support	844-5661	<a href="http://www.auburn.edu/iss">www.auburn.edu/iss</a>
Info Technology (OIT)	844-4512	<a href="http://www.auburn.edu/its/oit/">www.auburn.edu/its/oit/</a>
Internal Auditing	844-4389	<a href="http://www.auburn.edu/~auaudit/">www.auburn.edu/~auaudit/</a>
Library	844-4500	<a href="http://www.lib.auburn.edu/">www.lib.auburn.edu/</a>
Mail Service	844-4845	<a href="http://www.auburn.edu/administration/facilities/maill">www.auburn.edu/administration/facilities/maill</a>
Meats Lab	844-1565	<a href="http://ww.ag.auburn.edu/users/ckerth/LML.htm">ww.ag.auburn.edu/users/ckerth/LML.htm</a>
Payroll & Benefits	844-4183	<a href="http://www.auburn.edu/payroll">www.auburn.edu/payroll</a>
President's Office	844-4650	<a href="http://www.auburn.edu/president">www.auburn.edu/president</a>
Property Services	844-5937	<a href="http://www.auburn.edu/administration/iss/admin_services/property/index.html">www.auburn.edu/administration/iss/admin_services/property/index.html</a>
Public Safety	501-3100	<a href="http://www.auburn.edu/administration/public_safety/">www.auburn.edu/administration/public_safety/</a>
Procurement & Payment Services	844-7771	<a href="http://www.auburn.edu/administration/business_office/pps/">www.auburn.edu/administration/business_office/pps/</a>
Risk Management and Safety	844-4870	<a href="http://www.auburn.edu/administration/rms/">www.auburn.edu/administration/rms/</a>
Spending Policies		<a href="http://www.auburn.edu/administration/business_office/spending">www.auburn.edu/administration/business_office/spending</a>
Telecommunications	844-2222	<a href="http://www.auburn.edu/telecom/">www.auburn.edu/telecom/</a>
A/P Assembly		<a href="http://www.auburn.edu/administration/governance/ap/">www.auburn.edu/administration/governance/ap/</a>

## Employee Orientation Topics

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Department

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Supervisor

- Probationary Employment
- Performance Evaluation
- Personnel Record
- Leave Program
- Education Improvement Policy
- Transfer & Promotion Policy
- Employee Conduct/Job Performance Rules
- Employee Grievance Procedure
- Solicitation/Political Activity
- Administrative Professional Council
- Non-discrimination policies

I have been given a personal copy of the *Administrative Professional Handbook* during an orientation which pointed out these topics covered in the handbook. I understand this handbook is not an employee contract but rather a collection of University policies and information that will be of practical use to employees.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature