



HR Liaisons Network Meeting Agenda

DATE: June 6, 2019

ATTENDING: HR Liaisons and HR Staff

Topic	Speaker
I. Welcome & Announcements A. Staff Updates <ul style="list-style-type: none">i. Compensation Specialistsii. Assistant Benefits Manageriii. Onboarding Center	Karla McCormick
II. HRL Updates A. HRL Updates <ul style="list-style-type: none">i. Next meeting – currently scheduled July 11, 2019ii. HR Generalist III – Development - posted B. HRL Resources Advisory Council <ul style="list-style-type: none">i. Meeting - May 23, 2019<ul style="list-style-type: none">1. HR Generalist Job Descriptions2. Work History Calculator tool3. 11 month rule - TES	Leanne Fuller
III. Employee Relations A. Family Fun Day <ul style="list-style-type: none">i. Volunteers	Sonya Dixon
IV. Student Employment / Temporary Employment (TES) A. WeagleWorkers <ul style="list-style-type: none">i. Website - Tools & Resources	Patrick Johnston
V. Human Resource Development A. HRD Course Statistics and Performance Management Training Stats B. Employee Planning Form	Bill Shannon
VI. Compensation A. Pay Evaluator Update / Work history calculator tool B. Compensation & Benefits Project update	Shelly Murray Chris Thompson
VII. Records Updates A. EPAF illustration – Endowment Pay	Brittany Saliba
VIII. Office of Internal Audit, Compliance and Privacy A. Conflict of Interest Policy	Kevin Robinson Robert Gottesman Kristin Roberts
IX. Q&A	Karla McCormick

HR Liaisons Network Meeting Minutes

June 6, 2019 – 2:45 p.m. – Auburn University Administrative Complex

I. Welcome and Announcements – Karla McCormick

- **Staff Updates:** McCormick shared that we have a new Compensation Specialist, Anna Durrett. Anna was in attendance and acknowledged the group. In addition, there will be another Compensation Specialist joining the team on Monday, June 10th – Carly Hall. HR is also in the process of conducting interviews for the Assistant Benefits Manager position. Lastly, McCormick announced that our receptionist, Marlee Johns, is relocating to Birmingham and will be leaving us on June 14th. We will be posting the position, hopefully this week, and McCormick encouraged the group to share with anyone that has excellent customer service skills and is interested in applying for the position.
- **Onboarding Center:** McCormick announced that we were able to secure space two doors down from Human Resources (formerly the hair salon) and things will be moving quickly to develop processes and staff the center. There will be a reception area, two offices, work stations, meeting space, ID Card Services, storage and a break area. McCormick announced that she has designated Leanne Fuller to be in charge of the onboarding center and will be working with each of you as we build out the operation. The Onboarding Center will be a great addition and service to Auburn University.
- **Ethics Commission:** McCormick stated that the General Counsel's office has been working with the Ethics Commission's new Executive Director on interpretations related to the Ethics law in the state of Alabama. She asked everyone in attendance to work with Human Resources and Legal if they have any questions regarding ethics compliance. If there is a TES hire question, she asked that HRLs/departments continue to work with Abbi. Jamie Hammer, General Counsel, asked that no one call the Ethics Commission directly but to work through them with concerns to let them assist with any questions that any employees may have.

II. HRL Updates – Leanne Fuller

- Fuller announced that the next HRL meeting is currently scheduled for July 11 at 2:45 p.m. Fuller asked the group to share any topics that they would like to see on the agenda. With the meeting being scheduled the week following July 4th, she will send out any updates on the occurrence of the meeting.
- Fuller is handling the HRL duties for Development in the transition period until a new HR Generalist III can be recruited and hired. The HR Generalist III position is now posted and available for application, Fuller encouraged all to share the opportunity with anyone that may have an interest and is qualified for the position.
- HRL Advisory Council meeting – The last meeting was held on May 23. The following topics were discussed:
 - HR Generalist job descriptions – these are now available on the website and Shelly Murray added that the job description levels (I-II-III) are split into 3 separate descriptions and that Compensation will continue to work toward more separate job descriptions to help in defining the work better by level.
 - Work History Calculator tool – Fuller announced that this is a tool that can be used in totaling the work experience in new hire pay evaluators. She added that Chris Thompson and Shelly Murray will share detailed information later in the meeting.
 - 11-month rule – Fuller indicated that TES is continuing to monitor and work with retirement systems in the need for a break in service due to the change in requirements

of mandatory retirement contributions. Fuller added that more information and broader communication will be coming on these changes as these are finalized.

- Fuller referenced a document in the packet that was handed out, Academic Advising Performance Evaluation and Promotion, as a reminder of the timeline for promotion submissions. She asked that everyone refer to the handout, if applicable.
- Other project updates: Fuller shared that work continues on the Alternative Work Arrangements Policy (Remote Work/Telecommuting/Flex Scheduling). We are close to a proposed draft policy and resources for supervisors to be considered further. Fuller added that the Payment Business Services and Payroll have been included in the committee work based on some business processes and multi-state taxation impact. A next meeting is being scheduled in the next two weeks to continue the work. Lastly, Fuller thanked everyone for their feedback on the New Hire/Transfer Hire Paperwork website. The website is ready to launch and be communicated to timekeepers and HR Liaisons as soon as Tax Compliance has updated its processes related to the Foreign National Tax Form; Tax Compliance is in the process of developing a web-based form and updating the procedures. Human Resources is waiting for this completion to avoid an immediate change on the website soon after launching.
- Fuller shared with the HRLs in attendance to make sure that they got a windshield sun visor that was donated by parking services. Parking Services have donated these as a give-a-way at Family Fun Day and Campus Relations wanted to share with the HRL group in case they did not receive one at Family Fun Day.

III. Employee Relations – Linda Maxwell-Evans

- Linda Maxwell-Evans asked for sign-up of volunteers for Family Fun Day, which will take place on June 13. There is a flyer that is included in the packet that they can duplicate and post in their respective areas to announce the upcoming event. Maxwell-Evans also added that, unfortunately, due to funding, this will likely be the last Family Fun Day. McCormick added that Human Resources does not have the access to foundation funds to pay for the event. There are restrictions when state funding can be used for this type of program.

IV. Student Employment – Patrick Johnston

- WeagleWorkers: Patrick Johnston referenced a recent communication that was shared with HR Liaisons and campus regarding WeagleWorkers – the new name for on-campus student employment. Johnston shared the website of tools and resources that are available to campus (both employees and students). Johnston further shared that current student jobs are being added to the website on a regular basis and shared that there is no duplication between Handshake system and WeagleWorkers website. Johnston and the student employment team is trying to connect with students through social media outlets such as, Instagram and Facebook.
- Johnston shared a training opportunity, called SEE – Student Employment Essentials Training - that is being offered on campus on July 8 and July 9, 2019. Johnston referenced the handout in the HRL packet and requested that if anyone had any questions to contact Amy Bruce or Ayshia Green-Calloway. Their contact information is found on the referenced handout.

V. Human Resource Development – Bill Shannon, Kim Graham

- Performance Management: Bill Shannon shared the performance management key metrics of webpage views, turnaround time on each page, video and QuickDive views, and training.
- HRD Course Participation: Shannon shared class attendance metrics and new employee orientation attendance for the past three semesters.
- Specific details are found on the copy of the PowerPoint handout. Shannon reminded the HRLs that the Employee Planning form is available for the employee to use as a tool for planning to the meet with their supervisor on performance planning for the next performance year. The form can be utilized throughout the year as discussions with the supervisor occur.

- Shannon and Graham asked that any feedback the HRLs receives regarding the performance management form and process, to make sure and share the information. HRD is making notes to build FAQs that will be available to campus.
- Graham reminded the HRLs when advising their employees related to the on-line training that the participant must click on "EXIT" to complete the training. By clicking on "EXIT" the employee will have access to their training certificate and also the training will be recorded as complete. Graham and Shannon further shared that an on-line Behavioral Interviewing course is available.

VI. Compensation Updates – Shelly Murray

- Chris Thompson joined Murray in highlighting the length of time that the Pay Evaluator has been used across campus for staff new hires. It has been three years since the pay evaluator began as a standard procedure. Metrics shared were: 1774 new hires and over 1000 reclassifications.
- Thompson and Murray highlighted a new tool for the HRLs and supervisors, the Work Calculator tool. This tool, developed by Bailey Ward in Compensation, will assist the user with completion of the work history calculation and as documentation of the ratings assigned on the pay evaluator. The new tool does not replace the Work History Form that is being requested of final candidates. Murray indicated that she will provide a separate Work Calculator Tool for distribution with the HRL meeting minutes.
- Rod Kelly addressed the HRL group by providing a brief update of the compensation and benefits project. Kelly shared that they have three demos scheduled and in the next 3-4 weeks a selection should be determined with official notification and communication projected to be within the next 8 weeks.

VII. Records Update – Brittany Saliba

- Brittany Saliba presented an illustration for the **Endowment Pay** EPAF. This will be the next to the last special pay type EPAF illustration to share.
- Saliba reminded that default earnings date on the EPAF must be indicated as the last day of pay + 1 day. For example, to be paid on May 31, 2019, the date to enter would be June 1, 2019.
- Saliba asked for any suggestions on continuing EPAF type illustrations.

VIII. Other – Questions from the HRLs

- There was a question from the HRL group regarding whether a planned communication will be shared with campus regarding the new requirement of the retirement contributions than what had been practiced in the past. McCormick spoke that Benefits was currently working on updating/modifying benefit plan documents, creating a new ECLS (Employee Class), testing the ECLS in pre-production, and understanding a clear definition of temporary employees based on Retirement Systems of Alabama interpretation. There are some current changes occurring related to defining Post Docs.
- There was a concern that the added expense of employer expense will be added into the fringe rate that would then be passed onto campus.
- McCormick indicated that Abbi Brown is currently analyzing the TES population, how TES employees are being utilized. There will be more information shared but it will take some time to complete information to share broadly.

IX. Conflict of Interest Policy & Information – Kevin Robinson

- Kevin Robinson shared with the HRLs the history that raised the issue by the Board of Trustees of the need of development of a Conflict of Interest (COI) Policy which included a Conflict of Interest Management plan system.
- There are multiple issues that may be considered in a conflict of interest, such as nepotism.
- Robinson shared that things are looked at differently today than in the past and there is an aggressive enforcement of a hard to interpret law/statute. Most of the Ethics Point reports include conflict of interest areas. Trends across all universities have included an increase in alleged conflict of interests.

- The policy will define a conflict of interest and help an employee deal with the conflict if it is manageable. Some areas that may be problematic is if a family does business with Auburn University. It is advised to always disclose this type of arrangement. This policy will allow for a management plan to be completed so that it may be considered further. Robinson added that not all conflicts can be manageable and the result would be that the action would not be allowable.
- There will be an online system, called COI SMART, to assist with administering the policy. It is currently being implemented with a phased-in approach and proposed that it will be fully implemented in October 2019. Procedures are still being developed at this time and Kristin Roberts, recently hired into the role, will be assisting with the administration of the COI.
- Robinson shared that more information will be coming and shared broadly with campus but the COI is currently available on the Policy database. Any questions should be directed to his office.
- Lastly, Robinson shared that if anyone was interested in receiving the monthly Audit & Compliance newsletter, "*Case in Point*", to go to their website and sign up. He often shares information in the newsletter regarding COI and other areas of interest.

No other topics were discussed; the meeting was adjourned.

WELCOME!

HR Liaisons Network and special guests:

Kevin Robinson
Robert Gottesman
Kristin Roberts

*Office of Audit, Compliance,
and Privacy*

Leslie Meadows

*Director of Human Resources
and Compliance, AUM*



HR LIAISONS NETWORK MEETING



FAMILY FUN DAY!

FOR AU EMPLOYEES AND THEIR FAMILIES



Food - Games - Music - and More!

AG HERITAGE PARK

THURSDAY
JUNE

13th

1-4 p.m.

**FREE
ADMISSION!**

FOR MORE INFORMATION,
EMAIL UNIVHR@AUBURN.EDU





HR LIAISONS NETWORK MEETING



Weagle Workers

ON-CAMPUS STUDENT JOBS

What is 'Weagle Workers'?

- Weagle Workers is designed to assist:
 - students who are seeking on-campus employment,
 - and colleges/units that are seeking student employees
- AU students can review job opportunities online
- Job opportunities will also be shared via social media
- Job opportunities can be posted online



A few statistics *(May 23 – June 5)*

- 1,112 page views on the 'Weagle Workers' website
- 815 unique page views
- Average length of time on the page: 4+ minutes
- 106 Instagram followers; 15 Facebook followers



In closing

Learn more at
aub.ie/weagleworkers



SEE (Student Employment Essentials) Training

- July 8-9, Mary Martin Hall, 8 a.m.-5 p.m.
- Southern Association of Student Employment Administrators
- 2 one-day, 'hands-on' workshops (\$170 each)
 - Legal Issues in Student Employment
 - Job Development and Federal Work-Study in Student Employment
- Registration deadline: June 21
- Contact: Amy Bruce (HR)





HR LIAISONS NETWORK MEETING

Performance Management

KEY METRICS



PM webpages: 4/1 to 5/31

Page	Page Views	Unique Page Views	Average Time on Page
Observed Behaviors	2,162	1,800	6:54
Performance Mgmt.	1,650	1,272	3:55
QuickDives	399	252	3:36



PM webpages: 5/1 to 5/31

Page	Page Views	Unique Page Views	Average Time on Page
Observed Behaviors	1,554	1,254	6:49
Performance Mgmt.	1,075	833	3:51
QuickDives	239	147	3:17



PM webpages: 6/1 to 6/5

Page	Page Views	Unique Page Views	Average Time on Page
Observed Behaviors	254	228	7:44
Performance Mgmt.	448	354	4:30
QuickDives	77	60	5:00



PM videos: Cumulative views *(as of 6/4)*

Video	Views	Average Time Viewed
Baseball Ratings Scale	1,244/767 unique	3:30 (63%)
PM form introduction	306/214 unique	1:14 (80%)
S.M.A.R.T. Goals	327	Approximately 3:24 (86%)
Bias in Reviews	164	2:43 (65%)
PM Process	184	2:33 (55%)
PM Benefits	184	2:33 (55%)

HR Development

KEY METRICS



HRD Class Attendance

	2017	2018	2019
Spring	1,256	1,492	2,178*
Summer	667	623	---
Fall	1,288	1,735	---

** Includes Classroom (1,250), eLearning (416), and non Fast-Train sessions (512)*



NEO Attendance

	2017	2018	2019
Spring	208	202	189
Summer	106	118	---
Fall	298	304	---





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