



**HR Newsletter**  
**March 2009**  
 Auburn University Human Resources  
 Langdon Hall  
 Auburn University, AL 36849  
 334.844.4145



- 
- [Ethics Forms for 2008](#)
  - [Holidays for 2009](#)
  - [HRD Issues the Leadership Challenge](#)
  - [HRD Offers Interview and Resume Course](#)
  - [Job Family Promotions for Fiscal Year 2010](#)
  - [Lifetime Wellness & Fitness Expo](#)
  - [Moving? Want to Continue Your Career in Higher Ed?](#)
  - [New I-9 Form Delayed](#)
  - [Save these Dates](#)
  - [Spirit of Excellence Awards](#)
  - [Your Newsletter Subscription](#)
- 




---

### Lifetime Wellness and Fitness Expo

The Lifetime Wellness and Fitness Expo is on March 4 from 9 a.m.-2 p.m. on the Haley Center concourse and in the Student Center. The purpose of the expo is to inform students and employees about the benefits of healthy lifestyle choices including nutrition, fitness activities, stress management and alcohol awareness. The expo will consist of informational health-related topics, general health screenings and an opportunity for participation in fitness activities. Everyone is invited to participate in this year's event.

If you have any interest in helping out, volunteers may still be needed at the following times:

7:00 - 9:00 for set ups  
 2:00 - 3:00 for break downs  
 9:00 - 2:00 to help with Krogers booth

Please contact Jenny Swaim - (swaimje@auburn.edu) - if you can volunteer your time.

---

### Job Family Promotions for Fiscal Year 2010

The reclassification calendar for FY 2010 for University Staff and Administrative/Professional positions was recently distributed to Vice Presidents, Deans, Directors, and Department Heads.

**While there is uncertainty regarding the FY 2010 budget, reclassification requests should be submitted following the schedule as explained below. Decisions regarding the funding of promotions will occur at a later date when more information is available about the FY 2010 budget.**

Following the introduction of the new classification system in April 2007, new Salary Administration and new Job Family guidelines were published. These guidelines can be found on the Compensation Website located at:  
[http://www.auburn.edu/administration/human\\_resources/compensation/index.html](http://www.auburn.edu/administration/human_resources/compensation/index.html).

These guidelines should be followed for all job family promotion requests.

### **Reclassifications within existing job families.**

- These requests shall be submitted to Human Resources on the "Request for Job Family Promotion" form **no later than March 2, 2009**. **All requests must include completion and submission of the form "Request for Job Family Promotion"**. A "Request for Position Reclassification", Form HR-34 (a), does not need to be submitted for a job family promotion.
- Requests requiring committee review (jobs in Academic Advising, Information Technology, NCAT, Outreach job families) may be submitted by those committees to Human Resources **no later than March 16, 2009**.
- The completion of training or time in position required for promotion within a job family must be completed on or before October 1, 2009 to qualify for an October 1, 2009 promotion date. This means that a department head can submit a reclassification request in March for an individual who is expected to complete all required training prior to the beginning of the new fiscal year. If the individual does not complete all required training prior to October 1, 2009, the department head should contact Human Resources and the reclassification request will be withdrawn.
- It is expected that approved Position Management Action forms (HR-35) or notification of other action to be taken will be returned to the department head no later than May 1, 2009.
- New job titles and any salary increases will become effective October 1, 2009. Per the new "Compensation Philosophy and Base Pay Administration Guidelines", salary increases for job family promotions will be 5% of salary per grade.
- Funding for reclassifications within existing job families for those jobs funded from state appropriations will be provided from the central pool during the budget process, **provided that new funding is available and designated for that purpose**.

### **Requests for new positions.**

- May be submitted to Human Resources at any time
- Funding for new positions will be the responsibility of the requesting unit.

### **Reclassifications of vacant positions and reclassification of existing positions.**

- Requests may be submitted to Human Resources at any time during the year.
- New job titles will become effective on the date determined by the appropriate dean or vice president but no earlier than the date the reclassification action is approved by Human resources.
- Any funding increases required for such reclassifications will be the responsibility of the requesting unit.

**All Deans, Directors and Department Heads should ensure these guidelines are communicated to all appropriate supervisors within their respective areas of responsibility.**

### **HRD Offers Interview and Resume Course**

Human Resource Development (HRD) is offering a class on April 4, 2007, which explains how employees can best market themselves within the University's employment system. Participants will learn what they need to do to prepare for an interview, how best to conduct themselves during the interview, and the latest advice on resume writing. The session is scheduled for Tuesday, March 10, from 9:00-11:00 in the HRD Training Facility. Mr. Tommy Waldrop and Mr. Chris Thompson, University Employment Specialists from Human Resources, will facilitate the class. To register, visit <https://atrains.auburn.edu/login.asp> or contact Pamela Rogers (4-7363 or [pk0001@auburn.edu](mailto:pk0001@auburn.edu)).

### **HRD Issues the Leadership Challenge**

Approaching leadership as a measurable, learnable, and teachable set of behaviors, The Leadership Challenge® (LD600) is a proven leadership model that presents the Five Practices of Exemplary Leadership®, developed by authors and researchers Jim Kouzes and Barry Posner. Presented as a highly interactive, experience-based, two-day program, this course teaches participants how leaders mobilize others to want to get extraordinary things done; what practices leaders use

to transform values into actions, visions into realities, and risks into rewards; and how to create a climate in which people turn challenging opportunities into remarkable successes. Prior to the course, participants will complete a Learning Practices Inventory (LPI) and a 360-degree evaluation to aid in learning; a fee of \$150 covers the course participant materials and the 360-degree evaluation. The program is schedule for April 7 and 8 from 8:00-4:45 in the HRD Training Facility. To register, log into A-Train (<https://atrails.auburn.edu/login.asp>) or contact Pamela Rogers (4-7363) with questions.

---

### Save these Dates

This year's [Administrative and Professional Day Luncheon](#) will be held on April 22nd from 11:30 AM until 1:00 PM.

And the [Employee Recognition Program](#) will be held on May 14th.

---

### Holidays for 2009

President Jay Gogue has announced the university's holiday schedule through January 2010 as follows:

- Memorial Day, Monday, May 25
- Independence Day, Friday, July 3
- Labor Day, Monday, September 7
- Thanksgiving, Wednesday-Friday, November 25-27
- Christmas Day, Friday, December 25
- New Year's Day, Friday, January 1, 2010
- Martin Luther King Jr. Day, Monday, January 18, 2010

In addition to the above dates for Christmas Day and New Year's Day, we will close campus from Monday, December 21, 2009, through Friday, January 1, 2010.

---

### Ethics Forms for 2008

The Alabama Ethics Commission no longer prints and mails the **Statement of Economic Interests (SEI)** forms which certain Public Employees are required to file each year by April 30. This year the Ethics Commission offers an **online version of the SEI**; employees who are required to file can access the online form from the Ethics Commission web site at [ethics.alabama.gov/forms-ecint2.aspx](http://ethics.alabama.gov/forms-ecint2.aspx), and can complete and submit the SEI online.

Employees who prefer the former "printable" style SEI can still download it from the [Ethics Commission](#) or from the HR web site at [www.auburn.edu/administration/human\\_resources/forms](http://www.auburn.edu/administration/human_resources/forms) (click on "Statement of Economic Interests").

It is important that you include your full name, address, position, and the entity you are employed/associated with (AU) on the form. All printed forms must bear original signatures.

Forms should be submitted no later than **April 30, 2008**.

---

### New I-9 Form Delayed

The revised version of the **I-9 form, Employment Eligibility Verification**, which was to have been implemented 2/2/2009, has been **postponed** by the US Citizenship and Immigration Services. The new version is expected to be released **4/3/2009**. The correct form for use **until** April 3rd can be downloaded from our [Forms page](#).

The I-9 form documents that each new employee (both citizen and noncitizen) is authorized to work in the United States. The correct current version carries a revision date of 6/5/2007.

---

### Spirit of Excellence Awards

Each month AU presents Spirit of Excellence awards to four employees for outstanding service.

Recipients for **December 2008** are:

**Office/Administrative**  
**Administrative/Professional**  
**Technical/Paraprofessional**  
**Service/Maintenance**

Ashley Winfree  
Naomi Wadkins  
Sonny Sanders  
Eunice Dowdell

Polymer and Fiber  
Office of University Scholarships  
Lab Animal Health  
Housing and Residence Life

Do you know a fellow AU employee whose performance is consistently beyond what is expected? One who exemplifies professionalism and routinely puts forth extra effort? One whose contribution to the department's or university's mission is significant? If so, that person would be a perfect nominee for AU's monthly Spirit of Excellence Award. You can link to the nomination form at [http://www.auburn.edu/administration/human\\_resources/forms/spirit.pdf](http://www.auburn.edu/administration/human_resources/forms/spirit.pdf)

---

### Moving? Want to Continue Your Career in Higher Ed?

The Department of Human Resources routinely receives position announcements from other colleges and universities. These are maintained in notebooks in the lobby of our department in the basement of Langdon Hall. Please feel free to come by to review these during our lobby hours of 7:45 a.m. to 4:45 p.m, Monday through Friday.

---

### Your Newsletter Subscription

Subscribers to the HR Newsletter receive a brief email alert message, and a pointer to this newsletter on the web, whenever the newsletter is updated. You can read the newsletter without subscribing, of course -- just visit [http://www.auburn.edu/administration/human\\_resources/hrnews.htm](http://www.auburn.edu/administration/human_resources/hrnews.htm).

Enter your email address and click on the **Send** button to subscribe to the HR Newsletter.

**Your Email Address:**

Or send an email to [majordomo@auburn.edu](mailto:majordomo@auburn.edu). The text of the message should read "subscribe hrnews" (without quotes).

To cancel your subscription to the newsletter, send a similar email to [majordomo@auburn.edu](mailto:majordomo@auburn.edu) with the message "unsubscribe hrnews". Or email [hillmic@auburn.edu](mailto:hillmic@auburn.edu).

---

**The Office of Human Resources is open Monday through Friday, 7:45 am to 4:45 pm Central Time (except holidays)**

Human Resources | Langdon Hall | [Auburn University](http://www.auburn.edu), AL 36849-5126 USA | 334.844.4145

©2009 [Copyright Regulations](#)



[Auburn University homepage](http://www.auburn.edu) | [HR homepage](#)