



**HR Newsletter
July 2009**
Auburn University Human Resources
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In Memory of Scott Page

It is with deep regret that we announce the passing of our dear friend and colleague Scott Page. Scott died unexpectedly last Wednesday, June 24, 2009.

While Scott had worked only about two years in Human Resources, we soon came to appreciate his sense of humor, his depth of knowledge, and his dedication to serving Auburn and Auburn employees.

Scott was responsible for administering our Employee Relations programs, including FMLA and related benefits, the employee assistance program, job relations counseling, conflict resolution and avoidance, policy interpretation and grievance processing. In addition he worked with our various employee service events such as Employee Recognition, Family Fun Day, the AP Luncheon, Lifetime Wellness, and the Retirement Luncheon.

Scott leaves behind a wife, Becky, and two fine children, Christian and Casey.

We will miss him.



4th of July Holiday



AU will observe the Independence Day holiday this year on Friday, July 3rd. Happy Birthday, USA!

Employees who are scheduled to work on that date, but who are eligible for holidays (i.e. Regular employees), should be afforded equivalent time off as close to the holiday date as is practical.

The 2009 Holiday schedule is summarized [here](#).

Minimum Wage Increase

Another increase in the Federal minimum wage is slated for next month; AU will implement this with the payroll beginning 7/19/2009. The minimum wage is increasing from \$6.55 to \$7.25 per hour.

The ePAF entitled FYPTB, salary change biweekly paid employee minimum wage, should be used to implement these wage rate increases, with an effective date of 7/19/09.

If you have any questions please contact Michael Hill or Mary Turner at 4-4145.

HRD Issues "The Leadership Challenge"

This popular leadership program covers the Five Practices of Exemplary Leadership® as developed by authors and researchers Jim Kouzes and Barry Posner. In a highly interactive, experience-based approach, participants learn how to Model the Way, Inspire a Shared Vision, Challenge the Process, Enable Others to Act, and Encourage the Heart. Participants will also complete a Learning Practices Inventory (LPI) and a 360 evaluation before coming to the session. The course will be broken up into 4 sessions on July 21, 23, 28 and 30 from 1:00-4:45 in the HRD Training Facility. There is a \$150 fee for the evaluations and participant materials. Register in A-Train or contact Pamela Rogers (4-7363 or pk0001@auburn.edu) with questions.

HRD to Offer Help with Personal Budgeting

As part of the new HRD series of courses, "Meeting Economic Challenges," to help employees with the tough economic times, we have a session on personal budgeting and planning. The course "Budget Bailout: Expert Advice for Hard Times" is scheduled for July 9 from 2:30-4:30 in the HRD Training Facility. Amanda Harrelson, Instructor in the Finance Department of the College of Business, will facilitate the session intended to help participants understand the importance of budgeting as well as provide specific examples and methods for creating a successful budget. Register in A-Train or contact Pamela Rogers (4-7363 or pk0001@auburn.edu) with questions.

Employee Recognition Program Held June 3rd



This year's Employee Recognition Program to honor employees achieving milestones in years of service, and for winning the Spirit of Excellence Award, was held on Wednesday, June 3, 2009 from 2:00 p.m. until 4:30 p.m. at the Auburn University Student Center Ballroom on the third floor. A total of 348 dedicated employees were recognized for five, 10, 20, 30 and 40 years of service to the university. Additionally, the 48 monthly Spirit of Excellence Award winners were recognized. From among this distinguished group of 48, these four employees were selected as **employees of the year:**

- Joan Aston - College of Engineering
- Barbara Davis - Office of Enrollment Services
- Andrew Gunn - Alumni Development Support
- Charlie Saliba - Information Management Services

The winners each received a \$500 cash award made possible by a \$2,000 donation from the Office of Development. A reception for those honored was held immediately following the recognition program. Faculty and staff members were also invited to attend the reception.



Here are some photos from this year's [Recognition Program](#).

Buying a Home: The Right Time, the Right Steps

Are you thinking that this is my time to purchase a home, but how will I finance the purchase? What mortgage is best for my financial situation? Should I work with a realtor? How do I purchase a "For Sale by Owner"? What is "affordable housing" all about? All of these areas of homeownership will be considered on Wednesday, July 15 from 10:00 - 12:00 in the HRD Training Facility in another of HRD's "Meeting Economic Challenges" series. The course will also mention credit considerations, loss mitigation, and refinancing a home loan. There will be a thorough look at the process one goes through during a purchase, from shopping for a home to closing. The session will be led by Todd White, from the City of Auburn's Housing and Community Development, and Roger Royal, from the Auburn University Federal Credit Union. Register in A-Train or contact Pamela Rogers (4-7363 or pk0001@auburn.edu) with questions.

Limited Term Appointments

The majority of the positions posted by Human Resources are continuing term appointments. This means there is an on-going need for someone to perform those job duties, and the funding for those positions comes in whole or in part from non-restricted funds. The other type of appointment which can be utilized only when certain conditions are met is a limited term appointment.

Limited term appointments are for a specified period of time, generally governed by the duration of specific projects, contracts, grants, or limited salary dollars available. Appointments are frequently for one or more years in duration (not to exceed five), can be extended pending approved funding, and carry the same employee benefits packages, expectations of satisfactory performance, and access to due process as continuing term appointments. The salary referral process and the benefits package are no different for limited term positions than they are for continuing term positions, so there is really no difference in the cost to the department upon hire.

Before a position can be posted as limited term, the department must justify to Human Resources that the situation fits into the established criteria. Otherwise, the position will be posted as continuing term. If a position is approved for a limited term appointment, all recruitment advertisements must clearly state the terms of the appointment. As you might conclude, our applicant pools for limited term positions tend to be quite a bit smaller than for our continuing term positions.

You might ask, "Why would I want to post a job as limited term if it is going to result in fewer applicants?" Keep in mind that we need to be as forthcoming regarding our conditions of employment as we can be. If you have a position which is truly limited term and you cannot guarantee employment past a certain date, then we have an obligation to inform candidates up front of that contingency. There are also additional notifications required for hiring on limited term appointments, such as a very specifically worded offer letter and subsequent written notifications if the employment is going to be extended beyond the initial limited term time period. If continuing dollars become available, a department can change an appointment from limited to continuing by notifying the employee of this in writing, with a copy to Human Resources. Conversely, appointments can be changed from continuing to limited term; however, this would require review by Human Resources to ensure that established criteria have been met.

Employees on continuing term appointments fall under the University's layoff provisions. If for some reason a continuing term position needs to be eliminated, written approval must be obtained by the Provost or a Vice President and the employee must be provided at a minimum two weeks written notice prior to being placed in leave without pay (of course, Human Resources encourages that as much advance notice be given as is possible). Then the employee receives assistance from Human Resources for a period of six months after the last date in pay status in seeking other employment on campus; however, during this six month period the department still must continue to fund the benefits for the employee.

By being forthcoming up front about the terms of employment for limited term, approval to eliminate the position is only required at the departmental level. Written notification still must be given to the employee at least two weeks in advance (with copy to HR), but once the funds are no longer available the employee may be terminated on that date.

For more information about limited term appointments, please contact Angela Erlandson at erlanah@auburn.edu

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.

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