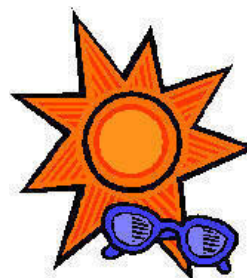




HR Newsletter
August 2009
 Auburn University Human Resources
 Langdon Hall
 Auburn University, AL 36849
 334.844.4145



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Chris McClendon to Chair CUPA Southern Region

Auburn University staff member **Chris McClendon** was recognized recently by the Southern Region of the College and University Professional Association for Human Resources during the organization's annual conference in Louisville, Ky. McClendon, manager of human resources with the Alabama Cooperative Extension System, was elected as the chair for 2009-2010. She had previously served on the board of directors as the chair-elect. This professional association serves member institutions and human resource professionals in 13 states.

New Resources on AUEmployment Website

There are new tools and information now available on www.auemployment.com/hr for hiring supervisors, search committees, HR liaisons, and departmental hiring managers.

The first is a training and information manual for liaison and hiring manager users of the online employment system. This manual identifies the roles and responsibilities of each user having access to the system, and provides step-by-step instructions for both the posting of positions on www.auemployment.com as well as the approval process at the conclusion of each search.

Within the manual are also checklists for both HR liaisons and hiring managers to use to ensure that they are covering all steps of the process before they forward a requisition or Form B for the next level of approval. In order to make these readily accessible, both of these checklists are also available on the www.auemployment.com/hr site by simply clicking on the appropriate link.

Finally, we have added a Supervisor's Employment Toolkit to assist hiring supervisors and search committees as they move through the interview and selection process. This document includes information on creating selection criteria, developing interview questions, topics to avoid, and reference and background checks. Also included are sample offer letters.

As always, your Employment Unit staff is here to assist you in any way possible in your recruitment and selection activities. If there is an area that is not covered in these documents, please feel free to contact us.

Minimum Wage Increase

The Federal minimum wage increased last month; AU implemented the change with the payroll beginning 7/19/2009. The new

minimum wage is \$7.25 per hour. This increase is the last of three provided by the enactment of the Fair Minimum Wage Act of 2007. An updated minimum wage poster is available at http://www.auburn.edu/administration/human_resources/forms/minwagec.pdf.

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.

New Employee Orientation Website

HRD has developed a New Employee Orientation website to help new employees have one location to go to find out information about their orientation, benefits and support and services that are available to them. The website can be found at: http://www.auburn.edu/administration/human_resources/hrd/neo.htm

HRD on Facebook



HRD is now on Facebook. Please visit our page for loads of information about training etc. You're welcome to friend us!

AY 09-10 Guide and Fall "Schedule" Available Soon

Human Resource Development will distribute the Training and Development Guide for academic year 2009-10 during the week of August 3-7. Look for an announcement in [AUDaily](#) as to the exact date of release: Because of budget cuts, we are not publishing as many copies of the Guide as in the past; if you do not receive a Guide by the date of release announce in [AUDaily](#), contact Kelli Henderson (hendekc@auburn.edu or 844-7939) to request a copy. We may not be able to provide everyone a copy of the Guide, but it is available online at this location: http://www.auburn.edu/administration/human_resources/hrd/guide.pdf.

The "Training and Development Schedule of Courses for Fall Semester 2009" will be distributed through campus mail the following week, August 10-14. Unlike the Guide, we will be distributing copies of the "Schedule" to all employees of the University. We recommend that you keep the "Schedule" with the Guide. The electronic copy of the "Schedule" will be available on August 3, 2009.

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.

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. 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 with the message "unsubscribe hrnews". Or email 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
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