• Ethics Forms for 2009
• HRD Offers Interview & Resume Course
• Job Family Promotions for FY 011
• Moving? Want to Continue Your Career in Higher Ed?
• New Courses
• Revised Corrective Action Report
• Save these Dates
• Spirit of Excellence Winners
• Workshop on Understanding Drug & Alcohol Dependency
• Your Newsletter Subscription

Save these Dates
This year’s Administrative and Professional Day luncheon will be held on April 21, 2010.

And the Employee Recognition Program is scheduled for June 9, 2010.

Workshop on Understanding Drug and Alcohol Dependency
Addiction to drugs or alcohol is a difficult and complex subject affecting all segments of society. This workshop, facilitated by Ms. Natalie Wood, LPC, LBSW, Administrator with Bradford Health Services, will explain the facts about chemical dependency, the areas of life affected by drugs and alcohol, and ways to recognize and address the problems of ongoing chemical dependency. The program is scheduled for March 3 from 2:30-4:30 PM in the HRD Training Facility. To register in A-Train, go to https://atrains.auburn.edu/login.asp or contact Pamela Rogers (pkr0001@auburn.edu or 844-7363) for more information.

HRD Offers Interview and Resume Course
Human Resource Development (HRD) will offer a class on Tuesday, March 23, 2010, from 2:30-4:30 in the HRD Training Facility, that explains how current University 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. 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 pkr0001@auburn.edu).

Job Family Promotions For Fiscal Year 2011
The reclassification calendar for FY 2011 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 2011 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 2011 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 1, 2010. 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 15, 2010.

- The completion of training or time in position required for promotion within a job family must be completed on or before October 1, 2010 to qualify for an October 1, 2010 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, 2010, 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, 2010.

- New job titles and any salary increases will become effective October 1, 2010. 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 reclassifications 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.**

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**Revised Corrective Action Report**

The HR80, or Corrective Action Report form, was recently revised to clarify which unit leaders need to sign the document. The HR80 is used to document employment issues pursuant to the university's progressive disciplinary procedures.

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**Spirit of Excellence Winners**

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

Recipients for September 2009 are:
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.

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<thead>
<tr>
<th>Category</th>
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<td>Gavin Yates</td>
<td>Surplus Property</td>
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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).

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