Welcome to Linda Maxwell-Evans

AU Human Resources welcomes Linda Maxwell-Evans to the position of Employee Relations Director. In that capacity, she is responsible for the programs and services that either improve or maintain the quality of work-life for Auburn University employees in the areas of employee recognition, employee assistance, job-relations counseling, conflict resolution and avoidance, policy interpretation, and grievance processing for staff employees. Linda began work with us on May 3, having been previously employed by The Estee Lauder Companies in Melville, NY, as a Human Resources Manager.

Linda has extensive experience in human resources in both the private and public sectors having worked, in addition to her employment with Estee Lauder for the last ten years, as a human resources manager, director, and generalist for a world-wide distributor of medical, dental, and veterinary supplies; a large public library; and a public service agency for the borough of Manhattan, NY.

Linda earned a BS from Alabama State University in Montgomery and an MPA from Iowa State University. She is married to Terrell Evans, and they have three children: Nicole, 23, who is currently teaching in Barcelona, Spain, and completing her master’s degree with Adelphi University; Kaleigha, 20, who will be an incoming junior at Auburn University this fall; and Kindria, 16, who will be enrolling in Montgomery public schools this fall. Linda is a member of Delta Sigma Theta sorority.

In taking the position with us, Linda is returning home to Alabama and family: Her mother is a resident of Montgomery. Continuing the theme of family, Linda proudly points out that she was recently nominated for the Jack and Jill of America Distinguished Mother Award for 2009, representing Suffolk County, NY.

When you meet her, welcome Linda and her family to our Auburn family.

Recognition Program

The 2010 Employee Recognition Day celebration will be held Wednesday, June 9, to honor service to Auburn University by regular, full-time, non-faculty employees. The day will begin with an invitation-only brunch for...
retiring employees; it will be held in ballroom B of The Hotel at Auburn University and Dixon Conference Center.
Following the brunch at 2 p.m. in ballroom A, employees with 5, 10, 20, 25, 30 and 40 or more years of service
will be honored with service awards by the president and appropriate vice president in recognition of their
long-term employment. At the conclusion of these presentations, employees of the year will be announced. A
reception with food and entertainment will follow the recognition program.

Schedule of HRD Courses for Summer 2010

The Summer Semester 2010 Human Resource Development (HRD) course schedule will be posted to the HRD
Web page: http://www.auburn.edu/administration/human_resources/hrd/ and the printed version distributed
via campus mail during the week of May 10-14, 2010. Questions concerning the schedule can be directed to
Pamela Rogers (pkr0001@auburn.edu or 844-7363).

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

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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**Administrative Professional Day Luncheon**

Auburn University celebrated Administrative Professionals Day on Wednesday, April 21, 2010, with a luncheon and guest speaker. During the luncheon, entertainment was provided by the Auburn University Music Department, followed by Kurt Kilpatrick’s presentation “90 percent of Life is Half Mental.” Kurt is a Certified Speaking Professional and CPAE Speaker Hall of Fame recipient. Kurt earned a Doctor of Jurisprudence degree from the Jackson School of Law at Mississippi College, and performs on the “Burt and Kurt Center for Common Sense,” a daily radio talk show on the Crawford Broadcasting network.

[AP Day Luncheon](http://www.auburn.edu/administration/human_resources/emprelations/apdaylunch.pdf)

Kurt on YouTube

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**Spirit of Excellence Winners**

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

Recipients for December 2009 are:

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<th>Category</th>
<th>Name</th>
<th>Unit</th>
</tr>
</thead>
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<tr>
<td>Office/Admin</td>
<td>Barbara Yates</td>
<td>Foreign Language</td>
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<tr>
<td>Administrative/Professional</td>
<td>Tommy Waldrop</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Service Maintenance</td>
<td>Nathan Evans</td>
<td>Plumbing Shop</td>
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<tr>
<td>Technical/Paraprofessional</td>
<td>Jeremy Hall</td>
<td>OIT</td>
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<td>Linda King</td>
<td>Pathology</td>
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<tr>
<td>Administrative/Professional</td>
<td>Deborah Solie</td>
<td>Ag Admin</td>
</tr>
<tr>
<td>Service Maintenance</td>
<td>Henry Avery</td>
<td>Ag Land &amp; Resource Management</td>
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<tr>
<td>Technical/Paraprofessional</td>
<td>Bart Jones</td>
<td>Mechanical Shop</td>
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Recipients for February 2010 are:

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<td>Plainsman</td>
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<tr>
<td>Administrative/Professional</td>
<td>Ray Allen</td>
<td>College of Vet Medicine</td>
</tr>
<tr>
<td>Service Maintenance</td>
<td>Martha Combs</td>
<td>Building Services</td>
</tr>
<tr>
<td>Technical/Paraprofessional</td>
<td>Fredrick Buchanan</td>
<td>Mechanical Shop</td>
</tr>
</tbody>
</table>

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 [Spirit of Excellence Nomination Form](http://www.auburn.edu/administration/human_resources/forms/spirit.pdf).

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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 332 James E. Foy 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:  
Send  Clear

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 | 332 James E. Foy Hall | Auburn University, AL 36849-5126 USA | 334.844.4145
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