Posters to be Displayed in all Campus Buildings

With recent revisions to various employment law posters being required by a myriad of new legislation, it is more critical than ever that the University stay on top of these changes. One of the most recent new posting requirements regarding the Genetic Information Nondiscrimination Act (GINA) has prompted discussions with our legal counsel regarding Auburn's obligations to ensure that all employees are made aware of their rights under the law.

To that end, the recommendation has been that ALL required employment posters need to be displayed in at least one place in each building or complex on campus, as well as all locations off campus in which Auburn University employees are working. This is a change from our previous stance that posting these notices in the major Human Resources offices was sufficient to cover our obligations.

Below is a listing of the posters which are required to be posted at each location:

- Alabama Child Labor Certifications
- Alabama Child Labor Law poster
- E-Verify Poster (English)
- E-Verify Poster (Spanish)
- **Note: Both versions must be posted**
- FMLA Poster (English)
- Minimum Wage Poster (b & w and color available, can post either one)
- Notice to Report Injuries
- Right-to-Work Poster (English)
- Right-to-Work Poster (Spanish)
- **Note: Both versions must be posted**
- Veterans' Rights Poster

There is no need to purchase any of these posters from external vendors. Each of these posters can be found on the Human Resources Forms website at:

http://www.auburn.edu/administration/human_resources/forms/index.html

Human Resources constantly monitors the changing legal notification landscape, and will ensure that the most recent versions of these forms are available on their website.

Further instruction will be forthcoming regarding this new directive for posting these notifications. If you have any questions, please contact Angela Erlandson or Mike Hill in HR.

Reclassification Calendar for FY 2011-2012 for US and AP Positions

While there is uncertainty regarding the FY 2011-2012 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 2011-2012 budget.

Job Family guidelines can guidelines can be found on the Compensation Website located at:

http://www.auburn.edu/administration/human_resources/compensation/index.html

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

1. 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, 2011. All requests must include completion and submission of the form "Request for Job Family Promotion", 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) should first be submitted to those committees in accordance with any committee guidelines. Those committees may submit requests approved by the job family oversight committee to Human Resources no later than March 15, 2011.
   - The completion of training or time in position required for promotion within a job family must be completed on or before October 1, 2011 to qualify for an October 1, 2011 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, 2011, 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, 2011.
   - New job titles and any salary increases will become effective October 1, 2011. Per the new "Compensation Philosophy and Base Pay Administration Guidelines", salary increases for job family promotions will be at least 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.

2. 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.

3. 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.

Registration for Spring Semester 2011

Registration continues for the courses that we are offering for Spring Semester 2011. While you can register for classes outside the registration period, you can more assuredly reserve a seat by registering early.

Desktop Application Courses for Spring Semester 2011

Interested in improving your computer skills? HRD is offering 2 day desktop application courses in Excel 2007 (Feb 4&7 and Mar 4&7), Access 2007 (Feb 8&21 and Apr 1&4), Word 2007 (Apr 29 & May 2) and PowerPoint 2007 (Apr 15&18) this semester. Register for the classes in A-Train.

HRD to Offer Two Workshops to Aid in Hiring Foreign Nationals

On Tuesday, February 8, Sue Ann Balch, Assistant Director of Compliance for International Education, will present two workshops that will detail the process and procedures for hiring a foreign national for various University positions. First from 8:00-12:00, she will present How to Hire a Foreign National (OA200), where participants will learn the correct procedures for recruiting and hiring Foreign Nationals for staff, faculty, and student employment by explaining how work authorization documents, alien employment forms, and treaty agreements for taxes impact the hiring process. This course is designed for employees who are involved in the day-to-day processing of the paperwork and Banner input for foreign nationals. Then from 1:30-4:30, she will present the Immigration Law and AU Procedures 101 (OA210) workshop where participants will learn the basic history of immigration laws, current proposed changes, and AU policies and procedures. This course is intended for employees who are on search committees, hire students, and invite Exchange Visitors. Both courses will be held in the HRD Training Facility at 146 North Gay Street. To register for one or both courses, log in to A-Train (https://atrains.auburn.edu/login.asp) or contact Pamela Rogers (844-7363 or pkr0001@auburn.edu) for questions.

Updated W-4 Form

The 2011 edition of the W-4 form, Employee’s Withholding Allowance Certificate, was recently released by the Internal Revenue Service. Please download the updated version of this form.

Save These Dates

This year’s Administrative and Professional Day luncheon will be held on Wednesday, April 27.

Family Fun Day will be on Wednesday, May 18th.

And the Employee Recognition Program is scheduled for Thursday, May 26.

Nominations sought for Spirit of Excellence Award

The Department of Human Resources is seeking nominations for the Spirit of Excellence Award. Each month the award is given to an employee from each of the following employment groups: Service and Maintenance, Secretarial and Clerical, Technical and Paraprofessional, and Administrative and Professional. To nominate an employee, a form must be completed and sent to the Spirit of Excellence Award, Department of Human Resources, 332 Foy Hall. To print a form, go to this link. For more information, contact Sonya Dixon at 844-7612 or sonya.dixon@auburn.edu.

Spirit of Excellence Winners

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Name</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office/Admin</td>
<td>Jessica Holsey</td>
<td>International Education</td>
</tr>
<tr>
<td>Administrative/Professional</td>
<td>Elen McManus</td>
<td>Human Sciences</td>
</tr>
<tr>
<td>Service Maintenance</td>
<td>Larry Pitts</td>
<td>Ag Land &amp; Resource Management</td>
</tr>
<tr>
<td>Technical/Paraprofessional</td>
<td>Scott Tisdale</td>
<td>ISS</td>
</tr>
</tbody>
</table>

Recipients for November 2010 are:

<table>
<thead>
<tr>
<th>Category</th>
<th>Name</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office/Admin</td>
<td>Mary Couch</td>
<td>Office of the Registrar</td>
</tr>
<tr>
<td>Administrative/Professional</td>
<td>Sherry Ray</td>
<td>Graduates School</td>
</tr>
<tr>
<td>Service Maintenance</td>
<td>Morris Randolph</td>
<td>Administration</td>
</tr>
<tr>
<td>Technical/Paraprofessional</td>
<td>Scott Lowery</td>
<td>OIT</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 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 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: [Enter email address and click Send] or [Click link]

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 hrnews@auburn.edu.