**HR Newsletter**

**January 2013**

Auburn University Human Resouces
332 James E. Foy Hall
Auburn University, AL 36849
334.844.4145

- Alabama Child Labor Law Poster Revised
- HRD Continues Offering Outlook Training
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**HRD Schedule of Courses**

The Human Resource Development Schedule of Courses will be distributed by campus mail the week of January 7-11, 2013.

A copy is available on the HRD website and registration is currently open.

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**M.L. King Holiday**

Martin Luther King, Jr. Day will be observed on Monday, January 21, 2013.

Employees who are not scheduled to work on that date, but who are eligible for holidays (i.e. Regular nonstudent employees), should be afforded equivalent time off as close to the holiday date as is practical. The 2012-2013 Holiday schedule is summarized [here](#).

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**National Stalking Month**

January is National Stalking Awareness Month, a time to focus on a crime that affected 6.6 million victims in 2010. The theme – “Stalking: Know It. Name It. Stop It.” – challenges the nation to fight this dangerous crime by learning more about it. Communities that understand stalking can support victims and combat the crime. If more people learn to recognize stalking, we have a better chance to protect victims and prevent tragedies.

Stalking is a crime in all 50 states, the U.S. Territories and the District of Columbia, yet many people, including some victims and criminal justice professionals, underestimate its seriousness and impact. In one of five cases, stalkers use weapons to harm or threaten victims, and stalking is one of the significant risk factors for femicide (homicide of women) in abusive relationships. Victims suffer anxiety, social dysfunction, and severe depression at
Stalking can be difficult to recognize, investigate, and prosecute. Unlike other crimes, stalking is not a single, easily identifiable crime but a series of acts, a course of conduct directed at a specific person that would cause that person fear. Stalking may take many forms, such as assaults, threats, vandalism, burglary, or animal abuse, as well as unwanted cards, communications, gifts, or visits. One in four victims reports that the stalker uses technology, such as computers, global positioning system devices, or hidden cameras, to track the victim’s daily activities. Stalkers fit no standard psychological profile, and many stalkers follow their victims from one jurisdiction to another, making it difficult for authorities to investigate and prosecute their crimes. Changes were recently made to Alabama stalking laws. Tracy’s Law, named after an Alabama nurse who was murdered by her stalker in 1999, went into effect in 2012. The law establishes a new misdemeanor stalking charge that targets a person “acting with improper purpose” who “intentionally and repeatedly follows, harasses, telephones, or initiates communication” with another person or that person’s family or acquaintances. The behavior, if it causes mental or emotional harm, becomes criminal if the person is asked to stop and does not.

Auburn University’s Department of Public Safety and Security, Division of Student Affairs and Women’s Resource Center will be promoting stalking awareness on campus during the month of January. For more information, please contact Susan McCallister, associate director in the Auburn University Department of Public Safety and Security, at mcalsm@auburn.edu or 334-844-4876. For additional educational and promotional resources related to National Stalking Awareness Month, please visit http://stalkingawarenessmonth.org and www.ovw.usdoj.gov.

Job Family Promotions for FY 2012-2013

Certain reclassification and promotion requests are to be submitted in conjunction with the annual budget planning process while others can be submitted throughout the year. The guidelines for the different types of reclassification requests are explained below. Job family guidelines, which should be followed for all job family promotion requests, can be found on the Compensation Website located at: http://www.auburn.edu/administration/human_resources/compensation/index.html.

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, 2013. 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) 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, 2013.
- The completion of training or time in position required for promotion within a job family must be completed on or before October 1, 2013 to qualify for an October 1, 2013 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, 2013, 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, 2013.
- New job titles and any salary increases will become effective October 1, 2013. Per the “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.

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.
HRD Continues Offering Outlook Sessions

On Tuesday, July 10, from 8:00 – 12:00 and again from 12:45-4:45, Human Resource Development will offer two sessions of the Introduction to Outlook 2010 workshop. This course covers the basic skills necessary for using Outlook including sending messages, setting rules, calendars, manipulating texts and files, organizing mail, customizing Outlook, and scheduling. To register for these courses, go to https://atrains.auburn.edu/login.asp; questions can be directed to Pamela Rogers, pkr0001@auburn.edu or 844-7363.

Alabama Child Labor Law Poster Revised

Effective October 2012, the State of Alabama revised the Alabama Child Labor Law Poster. The revised poster can be found on the HR Forms web site:

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

Please remove the previous version of this poster and replace it with this poster. Also, the following posters are required to be posted in all buildings. Here is a list of the posters that should be on display:

- Alabama Child Labor Law Certifications
- Alabama Child Labor Law Poster
- Equal Employment Opportunity Poster
- E-Verify (English & Spanish – must post both versions)
- FMLA Poster
- Minimum Wage Poster
- Notice to Report Injuries
- Right-to-Work Poster (English & Spanish – must post both versions)
- Veteran’s Rights Poster

All of these posters can be found on the HR Forms site. If you have any questions, please contact Director of Employment Services Angela Erlandson.

Requirements of Alabama Child Labor Law

During the summer months, a number of our local youth start looking for jobs with the University. The state of Alabama requires employers to purchase Certificates to allow us to hire minors ages 14-17. These Certificates are purchased under the auspices of Temporary Employment Services; therefore, employees in these age groups can only be hired thru TES.

For any department wishing to place a minor under the age of 16, an additional form is required to be completed by the student's school. This is the Alabama Child Labor Eligibility Form, and it can be found on our Forms web site at:

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

Minors under the age of 18 are restricted as to the type of work they can perform; minors under 16 have even stricter restrictions. You may access the State's brochure covering the Alabama Child Labor Law at the following link:


Tiger Recruiting Link Available to Help Fill Student Employment Positions

Vacant student employment opportunities can be posted on Tiger Recruiting Link. The Auburn University Career Center directs students to the website to locate part-time jobs. For more information on posting vacant positions, the student employment hiring process and paperwork requirements, go to the website. For more information, contact Haven Hart at hhart@auburn.edu or (334) 844-3867.

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 dixonsa@auburn.edu.

<table>
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<tr>
<th>Spirit of Excellence Winners</th>
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<td>Each month AU presents Spirit of Excellence awards to four employees for outstanding service.</td>
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Recipients for October 2012 are:

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<tr>
<th>Category</th>
<th>Name</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office/Admin</td>
<td>Mary Hammet</td>
<td>Library</td>
</tr>
<tr>
<td>Service/Maintenance</td>
<td>John Spraggins</td>
<td>Alumni Affairs</td>
</tr>
<tr>
<td>Administrative/Professional</td>
<td>Kathryn Storey</td>
<td>Civil Engineering</td>
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<tr>
<td>Technical</td>
<td>Clint Bellanger</td>
<td>Library</td>
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Recipients for November 2012 are:

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<tbody>
<tr>
<td>Office/Admin</td>
<td>Debra Dowdell</td>
<td>Library</td>
</tr>
<tr>
<td>Administrative/Professional</td>
<td>Linda Bell</td>
<td>Theatre</td>
</tr>
<tr>
<td>Technical</td>
<td>Ken Williams</td>
<td>Engineering Graduate Outreach Program</td>
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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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<th>Moving? Want to Continue your Career In Higher Education?</th>
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<td>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.</td>
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<td>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 <a href="http://www.auburn.edu/administration/human_resources/hrnews.htm">http://www.auburn.edu/administration/human_resources/hrnews.htm</a>.</td>
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To subscribe to the HR Newsletter, send an email to majordomo@auburn.edu. The text of the message should read "subscribe hnews" (without quotes). To cancel your subscription to the newsletter, send a similar email to majordomo@auburn.edu with the message "unsubscribe hnews". Or email hillmic@auburn.edu.

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