HR Newsletter
February 2013

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

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Legalities of Pre-Employment Testing

From time to time we become aware that some of our departments are conducting pre-employment “skills” testing during the interview process, generally for office/clerical positions. Please be aware that any procedures used in the selection process are subject to compliance with the Uniform Guidelines established by the Equal Employment Opportunity Commission to ensure non-discrimination in the employment process.

In order for a skills test to be considered valid under the Guidelines, the employer must be able to demonstrate (1) that the test is directly related to successful performance of the job; (2) that an accurate, consistent scoring of the test results exists; (3) that the test is administered consistently to all candidates and is a standard part of the selection process; and (4) that statistical evidence can be presented that the test results did not result in any disparate impact to protected classes.

Items (2) and (4) above are where supervisors create the greatest legal liabilities. Given that these “tests” are generally created in ad hoc fashion and “successful completion” is based solely on the opinion of a selecting supervisor, then adherence to the requirements of item (2) comes into question. And there just is no way under these circumstances that the requirement to statistically validate that no disparate impact has resulted can be met (4).

So – how is a supervisor supposed to determine that an applicant who claims to be proficient in certain skills really is? Human Resources maintains the Office Proficiency Assessment and Certification (OPAC) assessment system which provides skills assessments in the areas of software skills used in the MS Office Suite, as well as other typical functions such as keyboarding, customer service, clerical skills, and financial tasks. There are even assessments available for medical and legal terminology and transcription. These assessments are not based upon a pass/fail model; they merely give the hiring supervisor one more factor to consider before making a final selection decision.

If you are seeking to fill a position and would like to utilize the OPAC assessments, let the Employment Specialist assisting you with your search know. If there is any other type of assessment you believe is critical to your making a selection decision that falls outside of these areas, those should be thoroughly discussed with key administrators in Human Resources before proceeding.

HRD to Present Safe Zone Seminar
Every member of the Auburn Family deserves the opportunity to be successful academically and socially. [ER500 Safe Zone](http://www.auburn.edu/career/seoty)—facilitated by Dr. Brandy Smith, Staff Psychologist, Student Counseling Services, and Shakeer Abdullah, Director of the Multicultural Center—will explain how participants can become informed about and willing to provide a safe environment for all Auburn students but particularly the gay, lesbian, bisexual, and transgender community. This interactive program, presented on February 4, 2013, from 8 a.m. to 12 p.m., will focus on the issues facing this community and how participants can assist in providing a Safe Zone for them. To register, go to https://atrains.auburn.edu/ or contact Kelli Henderson (hendekc@auburn.edu or 844-7939) with questions.

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**Student Employee of the Year - Nomination Deadline Coming Soon!**

The Auburn University Career Center is accepting nominations for the annual *Student Employee of the Year* award. For more information on the award requirements and to access the online nomination form, go to [www.auburn.edu/career/seoty](http://www.auburn.edu/career/seoty). The deadline for submissions is **Thursday, February 6, 2013**. Take this opportunity to recognize your hard working student employees!

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**HRD Offers a New Time-Management Program**

Franklin-Covey’s 5 *Choices to Extraordinary Productivity* is a time-management program that meets the challenge of the tremendous volume of information—emails, texts, tweets, alerts, calls, visits—that confronts us daily, making it difficult if not impossible to separate the urgent from the important. The 5 Choices explains a process that dramatically increases participants’ ability to accomplish life’s most important outcomes. The choices are as follows: act on the important; go for extraordinary; schedule the big rocks; rule your technology; and fuel your fire. Supported by science and years of experience, this solution provides both increased productivity and a renewed sense of accomplishment and engagement. The course will be offered on February 19, 2013, from 8 to 4:30. To register, go to https://atrains.auburn.edu/ or contact Kelli Henderson (hendekc@auburn.edu or 844-7939) with questions.

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**Hiring Student Employees - Updates and Reminders**

Students are permitted to hold more than one campus job as long as their total number of hours worked does not exceed the maximum for their type of position. For more information on the categories of student employment and number of hours allowed, go to: [http://www.auburn.edu/academic/provost/undergrad_studies/career/employers/studentemployment/sguidelines.html](http://www.auburn.edu/academic/provost/undergrad_studies/career/employers/studentemployment/sguidelines.html)

Supervisors should regularly check Banner to view the position(s) a student holds and the number of hours they are allowed to work for each position. If the total number of hours worked (for all jobs combined) exceeds 40 hours per week, the employers must compensate the student with overtime pay.

Several forms required for new hires have been updated in recent months. To access the latest versions of these forms, go to: [http://www.auburn.edu/administration/human_resources/forms/index.html](http://www.auburn.edu/administration/human_resources/forms/index.html)

For more information, contact Haven Hart, Student Employment Coordinator, 334-844-3867, hhart@auburn.edu.

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**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](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.

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**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.

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**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.

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**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:


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**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.

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**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.

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**Spirit of Excellence Winners**

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

Recipients for November 2012 are:

<table>
<thead>
<tr>
<th>Category</th>
<th>Name</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office/Admin</td>
<td>Debra Dowdell</td>
<td>Library</td>
</tr>
<tr>
<td>Service/Maintenance</td>
<td></td>
<td></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>
</tr>
</tbody>
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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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**Moving? Want to Continue your Career In Higher Education?**

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.

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**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.
To subscribe to the HR Newsletter, 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.

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