Welcome and Announcements – Karla McCormick

McCormick announced that there still three openings in AU Human Resources:

- Specialist I, Compensation;
- Specialist III, Compensation; and
- Assistant Manager, Benefits.

She said that applications are still being accepting for the Specialist III, Compensation, and Assistant Manager, Benefits, openings. She encouraged the audience to share this information with potential applicants.

HR Liaison Updates: Linda Maxwell-Evans

Maxwell-Evans reminded the audience that the next meeting is scheduled for Thursday, May 2, at 2:45 in the AU Administrative Complex, Room 1204. She also provided an update on a couple of HRL changes:

- Pat Harris, who had served as an Executive Assistant in Samford Hall, recently retired. Kim Brown will take over Liaison duties for several areas, including:
  - Chief of Staff/VP Economic Development & Industry Relations;
  - Chief Operating Officer; and
  - Office of President.

- Maxwell-Evans recognized Debbie Knight, HR Liaison for Development, who is retiring by the end of this month. Knight received a nice ovation and thanked the audience for their support through the years.

- The HR Advisory Council met on April 1, and is scheduled to meet again on April 22.

Employee Relations: Linda Maxwell-Evans

Maxwell-Evans reminded everyone that April 22-26 is Employee Appreciation Week. She summarized the events that are planned, adding that all AU employees can attend any of the events:

- Monday, April 22, Department Appreciation Day: Maxwell-Evans encouraged Liaisons and Network members to support or encourage events within their respective departments or units. She added that the events do not have to be anything major, but something to show employees that they are appreciated.

- Tuesday, April 23, Walk at Lunch: Walks will be held at four locations: the AU Employee Pharmacy, Facilities, the Vet School, and the AU Administrative Complex. Walks are scheduled to begin at noon. In a separate event, the Alumni Association will provide popcorn to employees across campus. Additional information will be forthcoming.

- Wednesday, April 24, Administrative Professionals’ Day Conference: Thom Gossom, Jr., and Jamie Brown are the keynote speakers for this year’s conference, which will occur from 7:30 a.m. until 1:30 p.m. at the Student Center. Maxwell-Evans reminded Liaisons that lunch only is considered a personal expense and not allowable with CHART A (state) funds. She also said that volunteers are still needed to assist with the event.

- Thursday, April 25, Employee Recognition Program: The program will begin at 2:30 p.m. at The Hotel at Auburn University. Liaisons should have already received information about which employees in their respective departments/units will be recognized. Maxwell-Evans asked Liaisons to encourage those employees’ supervisors to attend the program.

- Friday, April 26, Employee Appreciation Picnic Lunch: The picnic will occur from 10:30 a.m. until 12:30 p.m. at the Facilities Management pond. Event sponsors include Facilities Management, the Vice President for University Outreach, and Flowers Baking.
Academic Advisors: Performance Evaluation and Promotion: Ruthie Spiers

Spiers, with assistance from Bailey Ward, offered a brief overview on the Performance Evaluation and Promotion process for Academic Advisors. Of note:

- Training on a Pay Evaluator form that is unique to Academic Advisors will be occur on May 3.
- An updated review form for advisors, which was created in Excel, includes a five-point rating scale and verbiage that is consistent with other rating forms. Ratings will be given by job function in core values.
- A self-assessment worksheet will also be made available to advisors, in place of the self-appraisal form.
- Training has been offered to supervisors.
- A new Professional Development Plan has also been created for supervisors to use with their direct reports.
- Supervisors who are submitting promotion requests must submit them to the HR Liaison by the internal deadline established by the department/unit. The Liaison will then submit promotion materials to Compensation by June 18. Compensation will then submit reviews and requests to Kerry Ransel by June 25.
- For advisors who are not receiving a promotion, the deadline for their reviews to be submitted to their Liaison will be the same as other employees.

Human Resource Development: Bill Shannon, Kim Graham, and Penny Houston

Shannon shared several updates and reminders about the Performance Review Process. Of note:

- This year, HR will not announce a deadline for supervisors/managers to submit reviews to HRLs. However, Liaisons should work with their internal leadership to determine an appropriate deadline for their departments/units, and then share that deadline in their respective departments. Performance reviews are due to HR on July 19.
- Vice Presidents and Deans will make the decision or delegate the choice as to which form will be used within their respective department/unit. To maintain fair and consistent administration of the performance process, it is essential that all employees whose merit increases would be determined by the same supervisor/manager/department head be evaluated using the same performance review form.
- A Division Performance Ratings Spreadsheet (DPRS) has been sent to Liaisons and includes all full-time and part-time employees in their division. Liaisons should save a copy of the original DPRS to prior to entering any ratings, and then verify information, alphabetize reviews, input information on the DPRS, and then submit alphabetized and verified reviews, along with the DPRS, to Houston. The reviews must include the date and signature of the supervisor, second-level manager, employee, and HR Liaison.
- HR has created online training for Supervisors and Managers. The training is available through Fast-Train. Graham showed an example of the training that is available to employees. It is strongly recommended that supervisors and employees complete their respective training course.
- AU Human Resources will also offer in-person training to supervisors and employees. Additional information will be forthcoming, and Liaisons should contact HR Development if they are interested or have additional questions.
- The Department of Internal Auditing has begun to request reports of completed versus non-completed reviews by department.
- In a non-Performance Management item, Houston shared Fall NEO dates for faculty. (Seven sessions will be offered to new faculty members between Aug. 14 and 22.)

Intern Presentation: Anna Durrett

Durrett, a senior who is majoring in management, is serving as an intern with ACES this semester. She shared information about a recruitment toolkit project she recently created that is designed to streamline the work that HR needs to perform. She also shared an applicant score form she created which includes selection criteria, comments, and candidate summary in one place.

Records Updates: Brittany Saliba

Saliba shared with the audience a new step-by-step illustration that she created to assist with out-of-class pay Electronic Personnel Action Forms (EPAF). Of note:
• The Out of Class ‘OOC’ (C% suffix) must be approved by Compensation per memo from the department. Once approved, the department initiates the EPAF and sends supporting documentation to Records via email.
• The default earnings tab on the job record drives the out-of-class payments for an exempt employee. The hours entered into Kronos drive the out-of-class payments for a non-exempt employee.

Saliba also referenced a new HR/Banner tip sheet that is now available on the HR Liaison Network website, under “Important Links”.

**Employment Services: Chris Thompson**

Thompson discussed a worksheet that Employment Services created regarding the process for Verbal Contingent Offers. The process includes a timeline of required actions, along with the responsible party(ies):

1. **Finalist identified**, Department/Search Committee
2. **Pay Evaluator discussion/salary development**, Supervisor/HR Liaison
3. **Form B completion/approval and Pay Evaluator support obtained from the department and HR**, Employment/AAEEO/Supervisor/HR Liaison
4. **Provide finalist a verbal contingent offer**, Supervisor
5. **Finalist contacted for background check**, Employment
6. **Employment notifies department/HR Liaison when background check is clear**, Employment
7. **Send finalist formal offer letter**, Supervisor

The goals of the new process is:

- Transition away from contingent offer letters.
- Eliminate the need for the department or HRL to generate a contingent offer followed by an official offer.
- Discourage finalists from making decisions about current employment until background check is complete and all administrative approvals have been obtained.

Thompson also reminded the audience that when utilizing the Pay Evaluator, the completer should note if the salary includes an upcoming merit increase.

**Compensation/Classification: Bailey Ward**

• Ward touched briefly on the FLSA overtime rule threshold, which is proposed to increase from $23,660 to $35,308. Ward said that AU Human Resources would share information as it becomes available regarding the proposed threshold.
• Ward touched briefly on the Job Family Promotion process and asked the audience if the worksheet was working OK for them. The audience agreed that it was working well.
• She also gave an update on the OIT project of updating job titles for info tech specialists, as the MA14-Spec Info Tech description is being eliminated. Ward gave a summary of how the updates would occur:
  o Supervisors will review job descriptions created by HR and OIT and then identify the appropriate job description for each employee based on the employee’s current duties and responsibilities. This information should be submitted to Cindy Selman no later than May 10.
  o Compensation will use updated resumes to evaluate employee qualifications based on identified jobs utilizing the Pay Evaluator.
  o No salary adjustments will be made with these changes unless incumbent salaries are greater than or equal to the minimum of the pay range.
  o Results will be provided to OIT leadership, Deans, AVPs, etc. to develop a plan for additional salary adjustments, if warranted and if funds are available.
  o Reclassifications will take effect around Oct. 1

**Closing**

There were no other comments or questions from the audience. Therefore, McCormick adjourned the meeting just before 4 p.m.