

HR LIAISON NETWORK MEETING

August 4, 2022 – 3 p.m. – 4:45 p.m.

I. WELCOME AND ANNOUNCEMENTS – KARLA McCORMICK

A. STAFF UPDATES

- Compensation and Classification Specialist I (*Kimberly Hedden - started July 18*)
- Employment Specialist (*Tametra Eiland - started June 12*)
- Benefits Data Coordinator (*Selection in process*)
- HR Development Director (*Chris Richie - started July 24*)
- Manager, Payroll (posted)

II. HR LIAISON NETWORK UPDATES AND INFORMATION – LEANNE FULLER

A. MEETINGS

- Next meeting – Sept. 8

B. HRL NETWORK POSTINGS (VARIOUS STAGES)

- College of Architecture, Design and Construction, Executive Coordinator (*Kendall Erlandson – started July 18*)
- College of Forestry & Wildlife Sciences, HR Generalist II (*Shelly Hunt – started July 25*)
- University Libraries, Manager, HR (*Interviews begin soon*)

C. CUPA-HR ANNUAL CONFERENCE, OCT. 22-24, SAN DIEGO (HILTON BAYFRONT HOTEL)

III. TIGERFLEX – KARLA McCORMICK AND LEANNE FULLER

A. CHANGES IN PROGRAM – REFER TO COMMUNICATION

B. NEXT STEPS – PROCEDURES

IV. CAMPUS RELATIONS – LINDA MAXWELL-EVANS

A. HARSHIP FUND

V. EMPLOYMENT SERVICES (STAFF AND A&P) – CHRIS THOMPSON AND JENNA RICHARDS

A. VARIOUS TOPICS

B. JOB POSTINGS

VI. HR DEVELOPMENT – PENNY HOUSTON

A. ELEVATED

- Important Dates
- Website

B. PERFORMANCE REVIEW RECAP

C. PERFORMANCE PLANNING BEGINS FOR 2022-23 (COMMUNICATION SHARED AUG. 3)

VII. COMPENSATION AND CLASSIFICATION – ROD KELLY

A. MARKET STUDY Q&A

VII. Q&A – KARLA McCORMICK



CREATING AN ENGAGING JOB POSTING

1

Start strong with an opening statement

Formally introduce the job opening with: the name of the department; the title of the job; a short statement about what the selected candidate will do.

2

Craft a customized description of the job

Create a short paragraph that expresses the purpose of the job and an overview of its role within the department. Use the formal job description as a guide.

3

Highlight the department, college, or division

This is the time to brag on your area's mission, function, values, and successes. Consider reasons that would attract someone to work there.

4

Include a short list of essential functions

Use the job description to create a customized and concise list of duties and responsibilities. Avoid large blocks of text by focusing on only what is essential for the specific job.

You may have noticed:

The Employment Services Team adds text that includes information about Auburn, including employee benefits and our commitment to diversity and inclusion.

Meeting Recording

The following reminders and items were shared in the HR Liaison Zoom meeting that was held on Aug. 4, 2022. Please refer to the audio recording link above for details.

Welcome and Announcements – Karla McCormick

Karla welcomed everyone to the call and provided staff updates and background information on new hires.

- **Compensation and Classification Specialist:** Kimberly Hedden began July 18; she transferred from Student Financial Services
- **Benefits Data Coordinator:** Selection in process
- **Employment Specialist:** Tametra Eiland began June 13
- **Director, HR Development:** Chris Richie began July 24
- **Manager, Payroll:** Posted; HRLs were encouraged to share with anyone they knew with the qualifications to apply to the position

HRL Network Updates and Information – Leanne Fuller

Meetings

The next regularly scheduled meeting is planned for Sept. 8. A meeting invite will be sent out after the August meeting notes are shared. Leanne encouraged topic suggestions from the HRLs and asked that they share the invite to others in their areas that they deem necessary to attend.

New HRL Network members

Leanne introduced and recognized new HRLs:

- Kendall Erlandson – College of Architecture, Design and Construction – began July 18
- Shelly Hunt – College of Forestry, Wildlife & Environment – began July 25
- Library – HR Manager – interviews in process

Professional Development Opportunities

- Leanne shared that the CUPA-HR Annual Conference is taking place in October in San Diego
- Chris McClendon noted that there is a Labor & Employment Law learning opportunity with Balch & Bingham
 - Biloxi, Miss. – Sept. 14-16
 - Birmingham – Sept. 29-30

TigerFlex – Karla McCormick and Leanne Fuller

- Karla referenced the communication was shared with campus.
- She indicated that Senior Leaders feel strongly in an on-campus experience for our students and employees is critical and the decision was made with that mind.
- A separate communication was shared with the senior leader of each division (Dean and VPs) and the HRLs were copied on the communication.
- Karla stated that HRLs need to work with their respective leaders about what work flexibility should look like for their organization; Deans should clarify expectations from the Provost if they are not clear.
- Karla further shared that AUHR is simply gathering information to track participants.

- The decision was made to not refer to the decision as another phase of TigerFlex or state there is an end date; it is presented as this is the current program.
- The senior leader must approve the participant based on the position; Deans/VPs have been tasked with reviewing positions and whether they deem them appropriate.
- Dean/VP approval is limited up to eight hours per week.
- Anything above the eight-hour threshold must be approved at the executive leadership level (Executive Vice President/Provost).
- HRLs should report any resignations that happen because of the inability to work remotely.

Exit interviews discussions

- HRLs should report to AUHR any reasons for people leaving.
- AUHR is currently working on an exit interview process and procedures, along with a technology solution to conduct exit interviews effectively and efficiently.
- It is important to capture information this so we can better determine why people stay at the university.
- AUHR will report to the HRLs to capture the information of why people are leaving until we have a technology solution in place.
- Leanne shared that we will soon share some information to the workgroup for testing.

Additional Comments

- Modifying work schedules based on unit operations has always been allowed. This is different than a flexible work schedule. Administratively, we cannot accommodate an ongoing flexible work schedule arrangement at this time. Ad hoc scheduling is allowed in instances such as, working hours over for events and coming in late the next workday. This example has always been allowed. However, the Deans/VPs and Senior Leader need to be supportive of the arrangement.
- Procedurally, AUHR is working on the method of tracking employee submission of the forms. It is still important that we know where employees are working. It may flow similar to before to the process before. Information will be shared as soon as possible.
- Compliance obligations are required with employees working in all states. AUHR is determining how to administratively handle. Costs may be shared with departments should we have to hire an outside vendor to assist with this process. It is very complicated. Please notify AUHR if you are planning on hiring someone out of state.
- No further communication is planned at this time about TigerFlex program other than procedures.

Campus Relations (Hardship Program) – Linda Maxwell-Evans

- The Employee Hardship Fund is now fully funded to begin assisting employees with qualifying events.
- HRLs should review the policy and what are qualifying events. They should also encourage employees to submit supporting documentation along with the application so the committee can make well-informed decisions.
- HRLs should encourage employees to contribute to fund so Auburn can continue to offer the program.
- Awards cannot be provided if the fund drops below \$20,000.
- A university-wide communication was sent to employees and there is a [website](#) with detailed information.

Employment Services – Staff & A&P – Chris Thompson, Jenna Richards and Abbi Brown

Search Committee Process

- If committee members are added after the posting is posted, they will not receive the confidentiality agreement or notice for training.

- Committee members should participate in the training.
- Leanne will share the OneDrive access to all HRLs so they can pull the confidentiality agreement form. It is also available by clicking the link in the email communication that is automatically sent out.
- Training is housed in CANVAS
- Timing of Transfers
 - AP employees should give a one month notice.
 - Staff employees should give a two-week notice.
 - This is subject to a mutual agreement among supervisors.
 - HRLs should help with the notice requirement.

Posting Language

- It should be more engaging and an extension of the web presence.
- Jenna shared a tool with four best practice tips of how to do this (attached). It will also be available in PeopleAdmin to use as a resource.
- Employment will automatically add some language for HRLs as well.

Long-term TES transition Project

- This project will start again soon.
- ***All part- and full-time hourly TES employees will be reviewed for discussion that have consistent schedules.***
- Emails with division reports will be shared soon and follow-up discussions will occur.
 - Terminations, transfer to regular positions, etc.
- HRLs can work with Abbi to discuss any TES employees who are currently in the process of transitioning.

Student Employment Record Verification – Amy Bruce

- Student Employment is working with OIT to finalize the availability of the system for verifying enrollment status.
- As soon as this is finalized, Amy will share a communication that is available; the goal is a September implementation.

Human Resource Development – Penny Houston

ElevatED – New Learning Management System

- Implementation continues, and AUHR will share pertinent information with campus.
- HRD will transfer five years of training history for active employees into the new LMS.
- LinkedIn Learning will be offered inside of the LMS. This learning will be included on the transcript.
- This will be a phased-in process. (refer to recording)
- Fast-Train will no longer be available but critical training will be made available during the transition.

Performance Reviews

- Auburn has closed out the 2021-2022 performance year.
 - HRD will reach out to HRLs as needed as they work through the reviews and DPRS.
- 2022-2023 Performance Year
 - PeopleAdmin will not be used in the future.
 - Auburn will temporarily return to a paper form.
 - We are currently in discussion phase for a new system.
 - The former Employee Input document will not be used

- The paper form will be used for planning, coaching/feedback, planned check-in and review.

Compensation and Classification – Rod Kelly

Please note that the information contained below and in the recording is accurate at the time it is shared as this project continues to evolve.

Market Study Q & A

- The effective date for new pay structures are Oct. 1 (monthly paid) and Sept. 25 (bi-weekly paid). Market, merit and job family promotions, etc. will be included.
- Notification of template letters will be released following the board meeting on Sept. 16.
- Adjustments for each type of pay change will be itemized separately on the letter.
- The letter will also include the employee's new job family.
- A template is being developed for employees receiving title changes, such as the IT positions.

Website changes planned

- FAQs additions
- Job Family definitions
- Pay structures will be assigned to each family structure.

Additional Information

AUHR is working on talking points for HRLs, Supervisors and Leaders.

- Meetings will be scheduled the 3rd-4th week of August with the Deans/VPs and Department Heads to go over the impact for their respective divisions
 - HRLs may also be included in the same meetings.
 - Financial Liaisons may also be included; leaders will extend those invitations.
- Resources/tools will be made available to assist HRLs with questions from employees and supervisors as soon as the information is public.
- IT title change information will be provided to the HRLs with distributed IT employees within their division.
- The order of adjustments will be:
 - Merit and job family promotions
 - Market adjustments for those below the minimum of the new range to move toward closing to the market competitive level for those that are furthest away

Other

No other items were discussed. The meeting was adjourned.

