**HR Liaison Meeting Minutes**

**March 1, 2018**

**Auburn University Administrative Complex**

* Karla McCormick, Associate Vice President, Human Resources, introduced Amanda Moss, Administrator, Business & Administrative Services, to Liaisons. McCormick announced that HR is still accepting applications for the Financial Associate position, and interviews continue for the Student & Temporary Employment Specialist position. She also announced that Beverly Hughes, Manager, Payroll, has announced her retirement from the University, effective Aug. 1, 2018.
* McCormick discussed several policies and procedures:
  + She said the on-call policy has been vetted by a committee of individuals throughout campus, and the final draft is awaiting review from Samford Hall.
  + She said the FMLA policy has been approved by Samford Hall and has been sent to Legal.
  + She also said that HR is in the process of updating employee handbooks.
* Debra Walters, Benefits Coordinator, discussed the FMLA policy. Changes and updates include:
  + Use of a rolling calendar
  + If both spouses work at AU, they both can take up to 12 weeks off during the rolling calendar year.
  + Employees can use vacation or sick time for Family Medical Leave.
  + Certifying will occur every six months.
  + Maternity leave can now be taken on an intermittent schedule.

Liaisons were also asked to remind timekeepers to use the FML code.

* Michael Miller, Director, ISS, announced that Kronos officials will be on campus March 14-15 and will hold three workshops for those who are interested in attending.
* Jennifer Phillips, Specialist, ISS, reminded Liaisons that employees who are 1) budgeted to make $75,000 or more in a year, or 2) supervise another employee, regardless of their salary, have until April 30 to complete and submit the annual Statement of Economic Interest to the Alabama Ethics Commission.
* Leanne Fuller, Director, Human Resource Services, welcomed new Liaison Loren Allday, Senior Manager, Human Resources, for Facilities.
* Fuller also said that HR is gathering information on the locations of lactation rooms across campus. She encouraged Liaisons to inform HR of the nearest rooms for their respective departments/divisions.
* Shelly Murray, Manager, Compensation Administration, shared information about the Job Family Promotion program. She discussed the eligibility guidelines, adding that there were no major changes from previous years. JFP requests are due to Human Resources by April 4.
* Beverly Hughes discussed changes to the following procedures: **1) Processing Leave Taken Outside Payroll and 2) Vacation and Termination. (The changes were emailed to Liaisons earlier in the week.)**
* Rod Kelly, Senior Director, Talent Management, along with Bill Shannon, Director, Human Resource Development, and Penny Houston, Coordinator, Human Resource Development, discussed the Performance Review process for the current performance year. Kelly stated that HR is vetting communications and dates with the Budget Office and with Kelli Shomaker, Vice President, Business, Finance, and CFO, before sharing them with Liaisons and campus. He also reminded Liaisons that reviews require supervisor and next-level signatures. Shannon added that HR is starting the performance review process earlier this year and that reviews are due to HRLs by June 29 but the date may be adjusted by the unit for your own internal deadlines. The deadline for submission to HR is July 5th IF an exception justification is required for the merit assignment. Otherwise, the deadline for submission is July 20th (Refer to slide 14 of HRL Performance Management for detailed information)
* Kelly said that Pre-AU is currently in the pilot stage within HR and that additional information would be forthcoming soon.
* Kelly also updated Liaisons on TigerTalent. He thanked Liaisons along with HR staff for their participation and support, and added that PageUp, which is working with AU on the project, has been extremely complimentary of Auburn – specifically the University’s efforts to gather employee feedback on the front end.