



HR Newsletter
April 2009
 Auburn University Human Resources
 Langdon Hall
 Auburn University, AL 36849
 334.844.4145



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Jeanne Robertson

Reminder About AU's Nepotism Policy

As summer approaches a number of high school and college students begin seeking employment through TES or student employment. From time to time we run into issues where a family member is in the supervisory chain of command and does not realize that TES and student employees are subject to the same nepotism policy as our Administrative/Professional and University Staff employees. Auburn University's nepotism policy reads as follows:

2.10.6 Nepotism - No person will be hired, either as a regular or temporary employee, for a position over which a member of the employee's immediate family exercises supervisory or managerial authority.

Immediate family for this purpose is defined the same as under the University's leave policies; it includes spouse, son, daughter, parents, stepchild, stepparent, brother, sister, stepbrother, stepsister, half-brother, half-sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild, grandparent, and grandparent-in-law.

What this means is that no TES or student may work in a department where there is any family member in the supervisory hierarchy. So, for example, a department head's step-son cannot work in that department head's department – even if the department head is not the immediate supervisor. However, the step-son could work in another department in that college and there would be no problem. Similarly, the Dean's brother-in-law could not work anywhere in that Dean's college. However, he could work in another college for another Dean and that would not be a problem.

Sometimes the concerns are not with the supervisory relationship itself but with other family members in sensitive positions. For example, if the sister of the person handling payroll input for a department is hired into that department (and there is no reporting relationship there) it is not a violation of the nepotism policy. However, supervisors would be wise to keep a keen eye on the payroll data entry just to ensure that all information entered for pay purposes is accurate and duly authorized.

Please keep these issues in mind not only during the summer, but throughout the year. It is much easier to avoid policy violations by knowing the rules up front than to have the unpleasant situation of offering someone employment only to be required to end that assignment due to nepotism.

HRD Workshop on Building and Maintaining Personal Financial Credit

As part of the Managing the Economic Crisis series of work-life courses, Human Resource Development (HRD) will offer a workshop entitled "Building and Maintaining Personal Financial Credit" (FM500) on Thursday, April 2 from 9:30-11:30 in the HRD Training Facility. This workshop will explain how to build, maintain, and protect a credit score; and how to use credit wisely by setting reasonable credit limits, finding the best ways to borrow money, and avoiding credit card charges and fees. The session will be facilitated by Ms. Janice Caudill, Instructor with the Department of Finance, the College of Business. To register, log-in to A-Train <https://atrans.auburn.edu/login.asp> or contact Pamela Rogers (4-7363 or pk0001@auburn.edu) with questions.

Job Family Promotions for Fiscal Year 2010

The reclassification calendar for FY 2010 for University Staff and Administrative/Professional positions was recently distributed to Vice Presidents, Deans, Directors, and Department Heads.

While there is uncertainty regarding the FY 2010 budget, reclassification requests should be submitted following the schedule as explained below. Decisions regarding the funding of promotions will occur at a later date when more information is available about the FY 2010 budget.

Following the introduction of the new classification system in April 2007, new Salary Administration and new Job Family guidelines were published. These guidelines can be found on the Compensation Website located at: http://www.auburn.edu/administration/human_resources/compensation/index.html.

These guidelines should be followed for all job family promotion requests.

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 2, 2009**. 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) may be submitted by those committees to Human Resources **no later than March 16, 2009**.
- The completion of training or time in position required for promotion within a job family must be completed on or before October 1, 2009 to qualify for an October 1, 2009 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, 2009, 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, 2009.
- New job titles and any salary increases will become effective October 1, 2009. Per the new "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**.

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.

Reclassifications of vacant positions and reclassification 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.

Administrative Professionals Day

Auburn University will celebrate Administrative Professionals Day on **Wednesday, April 22, 2009**, with a luncheon and guest speaker. The program will begin promptly at 11:30 a.m. During the luncheon, entertainment will be provided by the Auburn University Music Department, followed by **Jeanne Robertson's** presentation "Humor: More Than a Laughing Matter." Jeanne is a Certified Speaking Professional, CPAE Speaker Hall of Fame recipient, and past President of the National Speakers Association. She is also the recipient of that organization's most prestigious honor, "The Cavett Award." Jeanne is a graduate of Auburn University and currently resides in Burlington, NC. Because of limited seating, you should make your reservations now. For more information and to obtain a registration form go to: http://www.auburn.edu/administration/human_resources/emprelations/apdaylunch.pdf



[Preview Jeanne on YouTube...](#)

HRD Announces Winner of University Bookstore Gift Certificate



Pam Beasley, an Executive Coordinator for Academics in the School of Forestry and Wildlife Sciences, is the recent winner of the Human Resource Development (HRD) program evaluation drawing for Fall Semester 2008. At the conclusion of each semester, HRD draws from the completed program evaluations for that academic term and presents the winning employee with a \$50 gift certificate to the AU Bookstore. To be eligible for the drawing, participants should complete HRD program evaluations and submit them as soon as possible to HRD.

Employee Recognition Program

This year's [Employee Recognition Program](#) will be held on May 14th from 2:00 PM until 4:00 PM at the Student Center.

Family Fun Day

Auburn University employees and their families are invited to enjoy an afternoon of FREE food, FREE fun and FREE entertainment.

Date -- **Thursday, May 21, 2009**

Time -- **3:00 pm to 5:30 pm**

Location -- **President's Home on Mell Street**

For more information, contact [Sonya Dixon](#) at 4-4145.

Ethics Forms for 2008

The Alabama Ethics Commission no longer prints and mails the **Statement of Economic Interests (SEI)** forms which certain Public Employees are required to file each year by April 30. This year the Ethics Commission offers an **online version of the SEI**; employees who are required to file can access the online form from the Ethics Commission web site at ethics.alabama.gov/forms-ecint2.aspx, and can complete and submit the SEI online.

Employees who prefer the former "printable" style SEI can still download it from the [Ethics Commission](#) or from the HR web site at www.auburn.edu/administration/human_resources/forms (click on "Statement of Economic Interests").

It is important that you include your full name, address, position, and the entity you are employed/associated with (AU) on the form. All printed forms must bear original signatures.

Forms should be submitted no later than **April 30, 2008**.

New I-9 Form

The revised version of the **I-9 form, Employment Eligibility Verification**, which originally was to have been implemented 2/2/2009, has been released by the US Citizenship and immigration Services. The new version must be used beginning **4/3/2009**. The new form has a revision date of **02/02/09**. Please note that the revision date can be found on the lower right hand corner of the form. No previous edition can be accepted after 4/3/2009.

The correct form for use **until** April 3rd can be downloaded [here](#). The new version is available [here](#).

The I-9 form documents that each new employee (both citizen and noncitizen) is authorized to work in the United States. The correct current version carries a revision date of 6/5/2007.

Spirit of Excellence Awards

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

Recipients for **January 2009** are:

Office/Administrative	Jennifer Young	Office of University Scholarship
Administrative/Professional	Peyton Bean	COSAM Admin
Technical/Paraprofessional	Clifford Standbridge	Housing Property Management
Service/Maintenance	Michael Moore	Landscape Services

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

Moving? Want to Continue Your Career in Higher Ed?

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 the basement of Langdon 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.

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.

Enter your email address and click on the **Send** button to subscribe to the HR Newsletter.

Your Email Address:

Or send an email to majordomo@auburn.edu. The text of the message should read "subscribe hrnews" (without quotes).

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The Office of Human Resources is open Monday through Friday, 7:45 am to 4:45 pm Central Time (except holidays)
 Human Resources | Langdon Hall | [Auburn University](#), AL 36849-5126 USA | 334.844.4145
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