

# AUBURN UNIVERSITY

## Employee Position Policies

*(Administrative/Professional and University Staff)*

### 2.1 Employees

2.1.1 **Coverage** - The categories of employees covered by this manual include all Administrative/Professional and University Staff employees at the Auburn, Alabama, campus, those employed with the Alabama Agriculture Experiment Station, and those employed with the Alabama Cooperative Extension System who are affiliated with Auburn University. Jobs designated as exempt under the provisions of the Fair Labor Standards Act (FLSA) are Administrative/Professional. Jobs designated as nonexempt are University Staff, and these positions are subject to the overtime pay provisions of the FLSA.

2.1.2 **Terms and Conditions** - Employment is subject to a variety of terms and conditions as identified by University needs and generally accepted personnel management practices. Employees will be designated either regular or temporary, full-time or part-time, limited term or continuing term, and nine months or 12 months. Additionally, they will be assigned positions designated as exempt or nonexempt under the FLSA, and paid either monthly or biweekly. These terms are described below, and additional policies and procedures concerning the application of these terms are provided throughout this manual.

### 2.2 Definition of Terms

#### 2.2.1 Status

- a) **Regular** - One who has successfully completed an initial probationary period. Regular employees are subject to limited term or continuing appointments and are paid either biweekly or monthly, and are eligible for the employee benefit package.
- b) **Temporary** - One who is scheduled to work less than 20 hours per week on a continuing basis or who is scheduled to work 20 hours per week or more but for a period of less than 11 months. Temporary employees are employed on a day-to-day basis, paid biweekly, and are not eligible for the employee benefit package accorded regular employees.

#### 2.2.2 Work Schedule

- a) **Part-time** - One whose normally scheduled work week is for an average of less than 40 hours.
- b) **Full-time** - One whose normally scheduled work week is 40 hours or more.

### 2.2.3 Duration

- a) **Limited Term** - One whose appointment is for a specific period of time, generally governed by the duration of a project, contract, or grant. Duration will be specified at the time of employment.
- b) **Continuing Term** - One whose appointment is for an unspecified time but still subject to the availability of funds, rules of performance, and the business needs of the University.

### 2.2.4 Annual Schedule

- a) **Nine Month** - One who is appointed to a regular schedule for a specific calendar period of nine months under the University's nine-month program for pay and benefits.
- b) **Twelve Month** - One who is appointed to a regular schedule for twelve months.

### 2.2.5 Pay Method

- a) **Monthly** - One who is paid once each calendar month.
- b) **Biweekly** - One who is paid every two calendar weeks.

### 2.2.6 FLSA Designation

- a) **Nonexempt** - One whose duties and responsibilities, and salary level does not meet the criteria for exemption under the FLSA and is not agriculture exempt. Employees in this category are subject to working time records and overtime payments (either cash or compensatory time off) at premium rates (one and one-half time).
- b) **Exempt** - Typically refers to one who serves in a position having duties, responsibilities and a salary level which meet the FLSA criteria for exemption as either an executive, professional, or an administrative employee. Such employees are not subject to working time reports or overtime pay.

### 2.2.7 Hours of Work

- a) The established regular hours of work comprising full-time employment for a nonexempt employee of the University is 40 hours per week.
- b) The established university-wide standard work week begins at 12:01 a.m. Sunday and ends at 12:00 midnight the following Saturday.

c) All offices shall be open during the hours of 7:45 a.m. to 11:45 a.m. and 12:45 p.m. to 4:45 p.m., Monday through Friday, except on official University holidays. Changes in this schedule must have prior approval of the respective Dean or Director concerned and the Assistant Vice President of Human Resources.

d) Time sheets must be posted daily by every nonexempt employee.

### **2.2.8 Work Breaks**

Supervisors may authorize two 15-minute breaks, one midmorning and one mid-afternoon for nonexempt employees. Employees may leave their work area during their break unless notified otherwise by their supervisor. Where it is necessary to have someone on duty at all times, care should be taken to make sure the work assignment is covered. Breaks are not accumulative; and employees cannot forego a break time to use later.

2.2.9 Employees may attend up to five credit hours per academic period of University courses during their regular workday, with the approval of the appropriate supervisor and contingent upon time being made up as required by the supervisor. See section 7.6 for more information on the employee educational improvement policy.

### **2.3 Exceptions and Special Cases**

2.3.1 **Volunteers** - Occasionally people may serve the University as volunteers. The University, as a public institution, may accept the services of volunteers as long as the individual receives no salary or wages and the services are not the same type of service the individual normally performs for the University as a University employee. A volunteer may be paid expenses and nominal fees without establishing an employee-employer relationship. Volunteer work by nonexempt employees will be closely monitored by the home department to ensure compliance with the Fair Labor Standards Act.

2.3.2 **Multiple Positions** - Administrative/Professional and University Staff employees, upon appropriate approvals, may engage in University activities for extra compensation. Such activity must constitute an employer/employee relationship, and will be titled as a multiple job. Multiple jobs shall not be considered as consulting, but rather a bonafide employment opportunity within Auburn University which is eligible for compensation. The primary department will be responsible for all payroll processing. Form [HR-12](#) must be processed for approval prior to the beginning of the assignment.

2.3.3 **Independent Contractors** - The University may engage independent contractors to perform professional type services for a fee. These contracts are subject to strict federal regulations and guidelines regarding employee-employer relationships. Department Heads are responsible for ensuring that an employee-employer relationship does not exist and the contract is executed in accordance with federal guidelines, policies, and procedures. For further information, please refer to the Auburn University Spending Policies and Procedures in the Auburn University Financial Policies and Procedures Manual.

2.3.4 **Job Titles and Pay Grades** - All Administrative/Professional and University Staff employees will be assigned a distinguishing job title and pay grade. A listing of job titles, along

with unique job class numbers, and applicable pay grades is provided at our website [www.auburn.edu/administration/human\\_resources/compensation](http://www.auburn.edu/administration/human_resources/compensation).

## 2.4 Recruitment and Selection

**2.4.1 Selection Responsibilities** - Selection will be initiated by the respective hiring supervisor. Selection recommendations will be reviewed at a next higher level in the organization. Positions which are funded by contracts and grants as well as research positions require approval by the Vice President for Research. The Affirmative Action/Equal Employment Opportunity Office and the Department of Human Resources will provide upon request counsel, advice and guidance to the hiring officials (or search committees when used) in identifying specific individuals to participate in the recruitment and selection process.

2.4.4.1 A major focus of Auburn University's affirmative action program is the recruitment of qualified minorities and women to all job groups for which there is underutilization based on availability within the relevant labor pool. If utilization within specified job groups falls short of availability, affirmative action goals will be established to specifically address those cases. If an affirmative action goal exists for a vacant position, the Department of Human Resources will notify the hiring department. Every effort will be made to work with the department to identify qualified minorities and/or women applicants for such positions depending on the specific goal.

**2.4.2 Job Posting Procedure** – Postings, whether internal or external, of open positions will be coordinated in collaboration with the hiring department, Human Resources Department, and the Office of Affirmative Action/Equal Employment Opportunity. Positions being posted externally must be open no less than the standard posting period of ten (10) calendar days. Positions being posted internally must be open for no less than the standard posting period of five (5) calendar days. Applications for employment to postings are only accepted through the University's approved application system ([auemployment.com](http://auemployment.com)) except in cases where an external executive search firm is being utilized.

**2.4.3 Job Description** - Since proper selection is dependent upon accurate statements of the qualifications, nature of the job, and selection criteria, supervisors will review the job description and minimum qualifications prior to initiating recruitment. Any concerns with the appropriateness of the documented job content or minimum qualifications should be brought to the attention of the Department of Human Resources for review and resolution.

**2.4.4 Reference and Background Checks** - To minimize the probability of hiring unsuitable candidates for employment, background checks will be conducted on all external candidates for employment. Excluded from the provisions of this policy would be those current employees approved for non-competitive promotion through progression within a job family; employees promoted through position reclassification; and employees competing for other internal positions on campus. Background checks will include but may not be limited to criminal history including conviction and driving records, verification of education, and verification of occupational and professional licenses. Drivers' licenses will be checked/validated whenever such action is job related. In all cases, reference and prior employment information shall be obtained by the hiring department. Consideration for employment will be contingent upon meeting all hiring criteria including eligibility to be bonded as defined by Auburn University's bonding company.

**2.4.5 Status of Temporary Employees** - Temporary employees are employed on a day-to-day basis and they will be treated as external applicants and considered for selection for regular employment only if the recruitment area is external to the University.

**2.4.6 Child Labor Provision** - Employment of persons under 18 years of age is subject to the limitations contained in the FLSA as well as appropriate state law. Only persons age 18 years or older will be considered for regular employment. Persons 17 years old and younger may be considered for temporary employment in accordance with the policies and procedures provided in section 2.10.

**2.4.7 Tests, Skills Assessments, Physical Examinations** - Certain occupations, licensure, and identified jobs may require job-related tests, skills assessments, and post-offer physical examinations. Jobs subject to these requirements will be identified in Auburn University's Vacancy Listing.

**2.4.8 State Law Concerning the Selective Service Act** - As provided by State law, applicants for employment must certify compliance with the Selective Service Act requiring certain individuals to register for the draft.

**2.4.9 Employees Returning from Military Leave** - Employees completing an approved military leave (excluding weekend and two-week training obligations) will return to his or her regular University position or job of a comparable status (same grade; same professional, technical, or administrative status; and same compensation level). Procedures are stated in section 2.13.

**2.4.10 Underutilized Jobs/Job Families** - Job categories subject to numerical goals under the Affirmative Action Program in accordance with the Affirmative Action Plan will be identified on an annual basis.

**2.4.11 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 includes (as in 5.1.2): 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, daughter-in-law, grandchild, grandparent, and grandparent-in-law.

## **2.5 Promotion**

**2.5.1 Definition** - A promotion is any personnel action resulting in the movement of an employee to a position (or job) affording higher pay and grade and requiring greater skills and responsibilities.

**2.5.2 Methods of Promotion** - A regular employee may be promoted through competitive recruitment and selection to a higher position (or job); through noncompetitive promotion within approved career ladders after meeting requirements for increased qualifications and being assigned higher level duties; through a noncompetitive promotion due to a reclassification of his or her position due to the accrual or assignment of similar, higher level duties and responsibilities over time or through an administrative reevaluation of his or her position (or job) to a higher pay grade.

**2.5.2.1 Promotion through Competitive Recruitment and Selection** - Competitive recruitment and selection will be made in accordance with the policies and procedures described in section 3.8.4. To be considered a candidate for promotion an employee will:

- a. have completed a period of one year in his or her current position;
- or
- b. be a candidate for a promotion for a position vacancy within the same University department;
- and
- c. be performing the current job at a satisfactory level or higher, as verified by the current supervisor, having completed his or her initial probationary or training period in his or her current position (minimum of 90 days in regular appointment.)

Employees will be allowed to submit applications for other positions upon completion of ten months in the current position/unit with the understanding that they cannot transfer until the completion of the one-year period.

The Department of Human Resources will recommend a new referral salary not to exceed the employee's current salary plus the difference between the minimum of the range for the new grade and the minimum of the range for the old grade in accordance with section 3.8.4. Refer to this section for additional information.

**2.5.2.2 Non-Competitive Promotion through Progression within a Family of Progressively Higher Jobs** - Promotion within a designated job family (a definition of a job family can be found in section 3.1.5) below the supervisor level may be made when the employee meets the higher level qualifications (generally related education, training, experience, and performance) and is assigned the additional, higher level duties and responsibilities subject to the following:

- a) The promotion is approved by the respective supervisor(s);
- b) The promotion is approved by the respective Vice President/Provost/President in accordance with the policies and procedure for position reclassification (section 3.8.4);
- c) The job is one of the job families approved for this process;
- d) Promotion will be for one progression step at a time and below the employee's supervisor's level; and
- e) The request for reclassification is submitted in conjunction with the annual budget process.

The Department of Human Resources will recommend a new referral salary not to exceed the employee's current salary plus the difference between the minimum of the range for the new grade and the minimum of the range for the old grade in accordance with section 3.8.4. Refer to this section for additional information.

**2.5.2.3 Promotion through Position Reclassification** - This is a noncompetitive promotion through reclassification of the position to another job due to the accrual or assignment of similar, higher level duties. Reclassification actions generally occur as the result of changes in technology, methods, organization, and/or systems and are subject to the following conditions:

- a) The employee must meet the minimum qualification requirements for the higher level job, and past performance must indicate an ability to perform the new responsibilities in a satisfactory manner.
- b) The promotion is approved by the respective supervisor(s).
- c) The promotion is approved by the respective Vice President/Provost/President in accordance with the policies and procedures for position reclassification, section 3.8.4.
  - Requests for reclassifications as a result of changes in job content are to be submitted in conjunction with the annual budget process.
  - Requests for reclassifications as a result of organizational changes or restructuring may be submitted at any time during the year.

**2.5.3 Job Reevaluation** - In some cases to recruit and retain employees with required jobs skills, the salary grades for specific jobs may need to be changed to maintain market competitive pay ranges. This action will be taken in accordance with section 3.6, utilizing the following guidelines.

- a) The appropriate recruitment area has been identified and used.
- b) Thorough analysis has been made to ascertain that persons are leaving for a job at the same level for higher pay and not for other reasons.
- c) The Auburn University pay grade is below the appropriate market to a degree greater than other jobs of the same grade.
- d) All of these conditions and circumstances are documented with the assistance of the Department of Human Resources.
- e) The new pay grade is approved by the Provost/President upon presentation of the documentation.

**2.5.4 Salary Administration** - Salary adjustments for promotion are covered in section 3.8.4.

## **2.6 Transfer**

**2.6.1 Definition** - A transfer is the movement of an employee from one position to another position without change in pay grade; a transfer may involve a change in titles or job categories.

Excluded are those actions which meet the definition of either a promotion or demotion as described in section 2.5 or section 2.7.

**2.6.2 Circumstances Leading to Employee Transfers** - A transfer may be initiated by either the organizational unit or the employee, and may be facilitated by the Department of Human Resources.

**2.6.2.1 Transfers Initiated by the Organizational Unit** - A transfer within an organizational unit may be initiated and approved by the unit head at the convenience of the unit, generally to satisfy the needs of the unit or to serve the best interests/wishes of the employee. Transfer between two organizational units may be made by mutual consent of the heads of both units for the same reasons. Generally, the wishes of an employee will be considered prior to a supervisor initiated transfer; however, the unit head reserves the right to make transfers to meet the business needs of the unit even when the employee may not favor the change.

**2.6.2.2 Transfers Initiated by an Employee** - A transfer may result from the application and selection process for open, announced vacancies. Employees must meet the same eligibility requirements as outlined in section 2.5. Hiring decisions will be made by the selecting supervisor in accordance with policies and procedures. Employees wishing to transfer but not through application of open, announced vacancies may make their wishes known to the supervisor. The supervisor may initiate a transfer as described in paragraph 2.6.2.1 above.

**2.6.2.3 Transfers Facilitated by the Department of Human Resources** - Whenever it appears that the mutual interest of the University and the employee will be best served, the Department of Human Resources may facilitate and coordinate transfers following generally accepted principles and procedures for effective personnel management.

**2.6.3 Special Consideration** - Prior to initiating a transfer, supervisors will request assistance and guidance from the Department of Human Resources to ensure that such actions are according to current policies and generally accepted human resource management principles and will not result in a promotion or demotion as described in sections 2.5 and 2.7.

**2.6.4 Timing** - Effective dates of transfers will be subject to mutual agreement by the respective supervisors. Special, or extraordinary cases not resolved at lower levels will be referred to the respective Vice President/Provost for resolution.

**2.6.5 Salary Adjustment** - Salaries will not be adjusted for a transfer, unless otherwise approved by the President.

**2.6.6 Forms and Reports** - The Department of Human Resources will assist supervisors by providing appropriate information and guidance for completing transfers.

## **2.7 Demotion**

**2.7.1 Definition** - A demotion is the movement of an employee to a position in a lower pay grade or lower rank.

**2.7.2 Circumstances Leading to an Employee Demotion** - An employee may be demoted when the employee's position is reclassified to a lower graded job or the employee is reassigned



to a lower graded job. Demotion may be initiated by the supervisor to meet the operational needs of the unit; requested by the employee; or made as a result of application by the employee for consideration of an open vacancy. For demotions initiated for operational reasons, the University will attempt to find reasonable alternatives for consideration by the employee.

**2.7.2.1 Demotion Due to Position Reclassification** - A position may be reclassified when lower level duties and responsibilities are assigned due to reassignment of an employee or elimination of work to accommodate restructuring; changes in technology or methods; inability of the employee to perform the higher level work; or upon request by the employee. Additionally, a position may be reclassified to a lower grade as a result of reevaluation of the assigned job responsibilities.

**2.7.2.2 Demotion Due to Reassignment to a Lower Level Position** - An employee may be reassigned to another position as a result of the elimination of the currently assigned position, the inability of the employee to perform in the current position, or upon the request of the employee.

**2.7.3 Demotion at the Request of the Employee** - An employee may request a demotion through an administrative reassignment to another lower level position; through a change in currently assigned duties and responsibilities; through the application selection process for filling vacancies; or through a request for an accommodation.

**2.7.4 Limitations** - Demotions initiated by a supervisor and not related to employee performance will be made only when business needs, available work, and available funding dictate and alternatives are not available. Demotion due to employee performance will be made in accordance with disciplinary action policies and procedures described in section 8.2.10. Prior to initiating demotions, supervisors will request assistance and guidance from the Department of Human Resources to ensure that such actions will not be in violation of rules and procedures related to demotion and promotion and are according to generally accepted human resource management principles.

**2.7.5 Salary Adjustments** - Salary adjustments, if any, as a result of demotion will be made in accordance with the procedures in section 3.8.5.

## **2.8 Probationary Period**

**2.8.1 General** - All employees hired for regular employment will complete an initial probationary period. Continued employment is conditional and subject to satisfactory performance during this probationary period. Hiring supervisors will continually review the performance and suitability of the new employee and, prior to expiration of the probationary period, decide to conclude the probationary period or terminate the employee. The employee may be terminated at any time following the initial date of employment. Employees terminated during the probationary period will not have access to the employee's grievance procedure; however, they may challenge their termination under our Equal Employment Opportunity Policy. After satisfactory completion of the probationary period, continued employment is conditional, consistent with other University regulations and rules. Performance standards continue after successful completion of the probationary period.

**2.8.2 Probationary Period** - The probationary period is 90 days commencing with the initial date of employment. This may be extended for an additional period of up to 90 days for a total of no more than 180 days.

**2.8.3 Responsibilities** - Hiring supervisors will provide leadership and training to support employees through the probationary period. Whenever the new employee fails to show satisfactory progress and to demonstrate work habits and an aptitude necessary for success in the job during the probationary period, the hiring supervisor may initiate action to terminate the employee. However, when the new employee's progress and work habits indicate a potential for success, the hiring supervisor may, at his or her option, extend the 90-day period for up to an additional 90 days. Supervisors will keep employees informed of their progress, either good or poor, during the probationary period. The supervisor is encouraged to seek the assistance and guidance from the Department of Human Resources whenever he or she plans to terminate the employee or extend the probationary period.

**2.8.4 Department of Human Resources** - The Department of Human Resources will provide supervisors with forms and instructions for review of the employee's performance during the probationary period, monitor progress reports, assist supervisors upon request, and maintain a permanent file of records regarding probationary period decisions.

**2.8.4.1 Forms** – The form used for documenting performance during the probationary period can be found at: [http://www.auburn.edu/administration/human\\_resources/forms/](http://www.auburn.edu/administration/human_resources/forms/).

## **2.9 Acting/Interim Administrative Appointments**

**2.9.1 General** - In order to promptly cover vacancies in a unit's senior supervisory positions and pending recruitment and selection efforts, it is occasionally necessary to give subordinate employees "acting" or "interim" appointments. Acting/interim appointments may be for a specific term or on a month-by-month basis. Employees who are given an appointment to a higher grade may receive a temporary increase in compensation for the newly assigned responsibilities. When the acting/interim period is completed, the salary adjustment will be removed. These administrative appointments will be approved by the respective Vice President/Provost. Any salary adjustment greater than 10% of current salary for acting/interim appointments will require the approval of the President, unless more than a 10% adjustment is required to take the employee to the minimum at the salary grade.

**2.9.2 Special Guidance** - If there is more than one subordinate employee qualified for an acting/interim appointment, special care should be taken to ensure compliance with our Affirmation Action Program. Typically, acting/interim appointments will not extend beyond six months.

## **2.10 Temporary Employment**

**2.10.1 General** - This section is applicable to temporary employees as defined in section 2.2.1. Temporary appointments are subject to day-to-day review and may be terminated at any time. Temporary appointments are an acceptable alternative to regular employment for short duration or intermittent periods to cover absences of regular employees, special projects, seasonal work, or emergencies when a regular full-time or part-time appointment is not appropriate.

2.10.2 **Pay** - All temporary appointments will be for specific job titles/salary grades and pay will be within the approved salary ranges for the grade. All temporary employees will be subject to any hourly pay recording and reporting procedures and payroll schedules the same as regular employees.

2.10.3 **Recruitment and Selection** - Temporary appointments are subject to the Equal Opportunity Employment guidelines and will be made through the regular selection process. Recruitment announcements may be limited to established pools or external announcement as deemed necessary.

2.10.4 **Temporary Employment Services (TES)** - To assist operating departments, the Department of Human Resources will provide employment services for temporary appointments through the Temporary Employment Services office. The TES office will maintain a pool of candidates for high demand jobs; assist the hiring department to identify, interview and select new employees; process time reporting reports and payrolls; distribute pay checks; provide billings; and, provide other job-related services as requested. A service fee will be included in the billing for services rendered.

2.10.5 **Hiring Departments** - Operating departments may elect to utilize the services of TES or the regular recruitment and selection procedures as modified for temporary employees.

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.

2.10.7 **Limitation** - Temporary employees will not be provided a regular appointment except through the regular recruitment and selection process. Temporary appointments of .5 full time equivalent (FTE) or greater, are subject to a limited employment period not to exceed eleven months.

2.10.8 **Procedures** - Procedures for temporary employees are provided in section 2.19.

## **Employment Procedures**

### **2.11 Employee Eligibility for Employment (Form I-9 and E-Verify)**

<https://sites.auburn.edu/admin/universitypolicies/Policies/PolicyonVerificationofWorkAuthorizationandIdentitythroughFormI-9andE-Verify.pdf>

### **2.12 Reemployment of Former University Employees**

#### **2.12.1 Reemployment of Former Administrative Professional/University Staff Employees**

An employee who voluntarily resigns from the University may not apply for regular Administrative/Professional or University Staff positions earlier than thirty days after the termination date. An employee who is discharged (involuntary termination) by the University may not reapply for regular Administrative/Professional or University Staff positions earlier than six months after the termination date. Instances of termination or resignation under duress for violation of a Group I offense under Employee Job Conduct will be restricted from

reemployment by the University for an indefinite period. (See Employee Relations Policy 8.3.3) Eligible reemployment through Temporary Employment Services is subject to payroll restrictions of two weeks for former University Staff employees and one calendar month for former Administrative/Professional employees. Certain employees may be affected by the ethics law that extends the reemployment period for two years. (See Policy for Reemployment of Former University Employees Subject to the Revolving Door Provision 2.12.2)

## **2.13 Procedures for Re-employment after Active Military Service**

2.13.1 Employees who leave their jobs to enter military service may be guaranteed reemployment rights and other pay and job protections under federal law. In general, employers are obligated under the Uniformed Services Employment and Reemployment Rights Act (USERRA) to grant leave to workers to serve in the US armed forces, the various reserve units, or the National Guard under federal orders. Upon completion of their military service, employees also are entitled to be restored to their former jobs with full seniority or to a position offering the same pay, rank, and seniority. Along with protecting employees' pre-service rates of pay, federal law mandates that returning service personnel be given any general increases, length-of-service, or cost-of-living pay hikes they would have received had their employment not been interrupted by military duty. USERRA further provided that employees cannot be discharged or denied promotions or any other employment benefits or advantages because of military service.

2.13.2 **Application of the Law** - The determination of whether an employee is protected by federal law hinges on a number of factors, including; (1) prior employment status, (2) purpose and intent when taking leave, (3) length of active duty, (4) quality of military service, and (5) whether the required procedures are adhered to upon application for re-employment.

2.13.3 **Prior Employment Status** - The employee must have left employment in other than a temporary position for the purpose of military service, training, or medical examination to determine fitness to enter active duty or initial active duty training.

2.13.4 **Employee's Purpose and Intent** - The employee must have left his or her position for the purpose of performing service in a uniformed service. "Service" includes active duty, active duty for training, inactive duty training, full-time National Guard duty, or an absence to be examined for such service or training. Employees who leave a job for service in the uniformed services are expected to give advance written notice to their immediate supervisor. The notice can be given by the individual employee, an authorized representative, or by the uniformed service to either the employer or a responsible representative of the employer. However, employees are excused from the advance notice requirement if giving notice is "impossible or unreasonable" because of military necessity or for other legitimate reasons. The employee's terminating [Personnel Action Form](#) should clearly state that the employee is leaving the employment of Auburn University for the express purpose of performing in the uniformed services.

2.13.5 **Length of Active Duty** - Service limits are set by the law on the amount of time that an employee may spend in active duty and still be eligible for reemployment. In general, an employee may serve a total of five years on active duty with statutory protection. However, there are exceptions for training and involuntary active duty extensions. In addition, service beyond five years to complete an initial period of obligated service would also be accepted.

**2.13.6 Quality of Military Service** - To qualify for protection under the reemployment statute, former employees must have performed satisfactory military service. Service leading to a discharge or release from active duty that is "honorable," "general," or "under honorable conditions" is considered satisfactory and meets the statutory standard. However, persons released from active duty with a dishonorable or bad conduct discharge are not entitled to the benefits provided under USERRA.

**2.13.7 Application for Reemployment** - The returning employee who wishes to be reemployed by Auburn University must contact Department of Human Resources within the time frame established by USERRA. The time frames established are based on the amount of time the former employee has been away from the workplace and address periods of military leave as well as enlistment in active service:

a) Service less than 31 days - Employees must report at the beginning of the first regularly scheduled work day after release from service. Employees must be allowed, however, a "reasonable" time to arrive back at his or her residences, rest, and travel to his or her place of employment.

b) Service from 31 to 180 days - The individual must submit an application to Department of Human Resources no later than 14 days following the completion of military service.

c) Service over 180 days - The individual must submit an application no later than 90 days after completion of the service.

2.13.7.1 These time limits may be extended up to two years if an individual is hospitalized or convalescing from an injury caused by active duty.

**2.13.8 Documentation Requirements** - Returning employees must provide DD Form 214, Certificate of Release or Discharge from Active Duty, and complete the University's standard application documents. Returning employees will also be referred to the Federal Office of Veterans Employment and Training in Montgomery for assistance and any additional information. Any difficulties the returning employee may encounter in obtaining the required DD Form 214 need to be brought to the attention of Department of Human Resources and the above referenced federal agency as soon as possible so that a determination can be made as to the proper handling of the employment issue until the documentation can be provided to the University. If documentation is received reflecting a dishonorable discharge after the reemployment has occurred, Auburn University has the right under law to terminate the employee at that time.

**2.14 Jobs Included for Continuous or Intermittent Posting** - Jobs identified to be filled from a pool of applicants over a period of time will be clearly identified in the position posting. Applications taken for these identified jobs will be active for the standard six-month period. As position vacancies become available, applications of qualified candidates will be forwarded to the hiring department.

**2.15 Recruitment/Selection Procedures** - These recruitment and selection procedures apply to regular Administrative/Professional and University Staff positions. The procedures are designed to assist departments in obtaining the most qualified and suitable candidates for position

vacancies and to ensure all applicants equal opportunity in the employment process. All stages of the recruitment and selection process will be in accordance with applicable laws and regulations governing equal employment opportunity and nondiscrimination in employment. The Department of Human Resources will work in conjunction with the Affirmative Action/Equal Employment Opportunity Office on those matters relating to Affirmative Action and Equal Opportunity Employment.

### **2.15.1 Procedure for Initiating Search to Fill a Position**

- For established positions, the hiring department completes Part A of the HR-106 "Vacancy Notice/Request to Initiate Search to Fill Administrative/Professional or University Staff Position" and submits for the required approval signatures as directed in form instructions. If this is a newly established or reclassified position, the hiring department attaches a copy of the approved HR-35 "Position Classification Action." See section 3.7 for these procedures.
- If the position does not have an affirmative action goal, the Employment Section of Human Resources will post the vacancy on the next position posting list. If the position has an affirmative action goal, the Employment Section of Human Resources will provide the required affirmative action form Recruitment Plan - Form A. The hiring department completes the Recruitment Plan - Form A and forwards it for approval to the Affirmative Action Office. Once an approved Recruitment Plan - Form A has been received by Human Resources, the position will be posted and the department may proceed with any additional external advertisements.
- Upon receipt of the weekly position vacancy listing from the Employment Section in the Department of Human Resources, the receiving unit will post or distribute the listing throughout the department/college or school.
- Internal applicants apply by completing the Internal Application form; they are encouraged to submit resumes with each application. Applicants for supervisory positions must attach a resume. External applicants apply through the Department of Human Resources or the Alabama State Employment Services.
- Applications will only be accepted by the Department of Human Resources during the open posting period for the announced position. The Employment Section will screen the applications after the review date to determine if the applicants meet the minimum qualifications for the job. The hiring supervisor will then review the qualified applications to identify the candidates for the interview process. Departments are encouraged to interview departmental and campus candidates who complete the application process and meet the minimum qualifications.
- The hiring department must contact at least three candidates to arrange face-to-face interviews. For jobs where an affirmative action goal exists, the hiring department must explain why they did not interview individuals from the group for which the goal exists.
- Once the interviews are completed and the hiring supervisor has decided to whom they wish to extend an offer, references should be checked in accordance with section 2.4.10. The hiring department is responsible for checking references from past employers.
- Once all the necessary reference and background checks have been completed, the Employment Section will provide a salary referral for the selected candidate. Prepare Part B of the HR-106; include the information requested; and attach a copy of the referral form. If Form A approval was required, attach completed Applicant Worksheet - Form B and Recruitment Summary - Form D. (Forms will be provided by Human

Resources.) Secure all approval signatures as designated in Part B. **No offer of employment may be extended prior to obtaining final approval on Part B of the HR-106.**

- Upon approval, the hiring supervisor may extend an official offer of employment to the selected candidate.

**2.16 Application Process** - See section 2.15 above for recruitment and selection guidelines.

### **2.16.1 General Instructions for Applying for Employment**

- a) Completed application documents must be received during the open posting period for the announced position. If any pre-employment tests are required for the position, the applicant must have taken these tests by the position closing date.
- b) Upon receipt of the Position Application Form, an Employment Specialist will review the applicant's credentials to ensure that minimum qualifications established for that position has been met. Only those individuals who apply for the position and meet the minimum qualifications will be referred to the hiring department.
- c) The credentials of all qualified applicants will be referred to the hiring department for further consideration.
- d) The hiring department will review the applications that are referred from the Department of Human Resources and will determine which applicants will be interviewed for the position. The hiring department will make the final selection decision.
- e) Auburn University will employ only United States citizens, permanent residents, and aliens authorized to work in the United States. New employees will be required to provide documents which establish identity and employment eligibility and complete an I-9 within the first three days of employment as required by the Immigration Reform and Control Act. (See section 2.11)
- f) Auburn University is required to keep on file a work permit for each employee under 18 years of age. A work permit must be presented before anyone under this age is eligible for employment at Auburn University.
- i) Some positions at Auburn University may require a medical examination after a conditional job offer and prior to employment. Position announcements and vacancy listings will identify those positions requiring medical examinations and/or drug testing.

### **2.17 Procedures and Forms for Submitting New Employees into Payroll System**

**2.17.1 Completing and Processing the [Personnel Action Form \(PAF\)](#)** - The PAF (Personnel Action Form) is the primary personnel form used to record information for an employee. It is used for initial employment, name changes, promotions, demotions, transfers, reclassifications, leaves of absence, and separations.

**2.17.2 Initial PAF Processing** - In order to record the initial employment of an individual, the hiring department completes an initial PAF and coordinates the approval of the form through

the proper routing channels to ensure entry of the data into the system. After the system creates a record for this person on the Employee Data Base (EDB), it prints a copy of the PAF. This latter document, referred to as a "turnaround," then becomes the current record for the employee and should be checked closely by the submitting department, after receiving this document from Human Resources.

**2.17.2.1 Revisions to PAF's** - Whenever subsequent personnel actions become necessary, the turnaround form is retrieved from the department's file, necessary data changes are made and this form which serves as the input document. Submitting a modified turnaround PAF, therefore, is the second way of using a PAF. When the changes submitted via the turnaround PAF are entered into the system and the employee's record is updated, a new turnaround PAF reflecting the latest changes is again generated. The department should check the turnaround document to verify that changes were processed correctly.

**2.18 Underutilized Job Categories by EEOC Code** - Each year the Office of Affirmative Action/Equal Employment Opportunity will identify EEO categories where there is underutilization for minorities and women. Recruitment and selection goals will be established for jobs within these identified categories.

## **2.19 Procedures for Temporary Employment**

**2.19.1 Temporary Employment Services/Department of Human Resources** - Auburn University Temporary Employment Services provides the University community with a reserve of competent temporary employees to assist with special projects, abnormal workloads, or emergencies. Under the auspices of the Department of Human Resources, Temporary Employment Services provides the University with quality temporary help at an affordable cost. In addition, the job as a supervisor is simplified since Temporary Employment Services assumes responsibility for the total employment process including recruiting, screening, scheduling, record keeping, and document processing.

**2.19.2 Requisition Procedures** - Requests for temporary help may be initiated by telephone or memorandum. Specific information about the temporary position must be provided to Temporary Employment Services including dates needed, length of assignment, and specific duties and responsibilities. A Temporary Services employee meeting the job requirements specified will be referred to the hiring department.

**2.19.3 Length of Assignment** - Temporary assignments may be part-time or full-time, not to exceed 11 months in duration; or on a continuing basis provided hours worked average less than 20 hours per week. When an assignment has ended, the employee should be instructed to report to Temporary Employment Services. Temporary employees may be eligible for rehire after 30 calendar days.

**2.19.4 Pay and Employee Benefits** - The Department of Human Resources establishes the job title/grade and rate of pay for all temporary employees consistent with the University's salary administration program. Applicants for temporary employment will be referred to the hiring department at a rate of pay commensurate with the job and the applicant's qualifications.



2.19.4.1 Federal and State Withholding Taxes, Social Security, City Occupational Tax and, in certain situations Teacher's Retirement, are withheld from the paychecks of Temporary Services' employees. The amount billed to the hiring departments includes the employer's portion of Social Security Taxes.

2.19.4.2 There are no accrued benefits such as group, health, life or dental insurance, annual leave, sick leave, or paid holidays for employees working through Temporary Employment Services. Employees are paid only for hours worked, which must not exceed 40 hours per week unless prior approval has been obtained in accordance with University policy.

2.19.4.3 Temporary employees who park on campus must purchase a University parking permit from the Auburn University Police Department.

2.19.5 **Time Sheets** - Employees hired through Temporary Employment Services are required to submit biweekly time sheets. These must be signed by the appropriate supervisor to insure the hours recorded are correct. The time sheet must also indicate the department number to be charged. Time sheets are due in the Temporary Employment Services office by noon on Thursday prior to the end of each pay period. The supervisor or department head will make arrangements for the time sheets to be signed in advance of the noon deadline. Departments are encouraged to use fax transmission to the extent possible. The departments may maintain the original time sheet for their record to reconcile against the direct charge billing. Direct deposit is available for the TES employees, or checks may be picked up on pay day between 7:45 a.m. and 4:45 p.m. in the Temporary Employment Services Office, Langdon Hall.

2.19.6 **Billing** - The total cost of the temporary employee hired through Temporary Employment Services will be billed via direct charge to the Operating Expenses Sub code (2890) of the departmental account designated by the supervisor or department head. Departments should verify the Direct Charge invoice immediately upon receipt and notify the Temporary Employment Specialist if there are any discrepancies. The amount billed will include a service fee determined as a percentage of gross wages.

2.19.7 **Eligibility for Regular Status** - Temporary employees are considered external applicants when applying for regular University employment and must follow established selection procedures for external applicants. Temporary employees who become regular employees will receive a new service date. The 90 calendar day probationary period begins on the first day of the regular employment assignment.

2.19.8 **Employee Performance** - It is certainly the hope of Temporary Employment Services that employees assigned to requesting departments will be satisfactory in carrying out the required job duties. If a temporary employee is less than satisfactory, the user department may request a replacement. Special Temporary Employment Service Appraisal forms will be provided to hiring supervisors for use in evaluating the performance of temporary employees. Supervisors are requested to complete and return an appraisal form for each new employee assigned for at least two days. Appraisal forms are used by Temporary Employment Services to determine employees' suitability for future placement.

2.19.9 **Temporary Employees on Departmental Payrolls** - Departments may carry temporary employees on the departmental payrolls if they wish. Positions filled in this manner are subject to

recruitment and selection through the regular selection process with a minimum posting period of five working days. Temporary positions in outlying units are subject to the same procedures as outlined in section 2.4.5 for a limited posting period of at least five working days. The HR106

"Vacancy Notice/Request To Initiate Search to Fill Position" - Part A, will be submitted by the hiring department to the Department of Human Resources indicating that the position is to be filled via a temporary appointment and stating the anticipated ending date of the appointment, not to exceed 11 months. Refer to section 2.19.3 for restrictions on temporary assignments. All temporary appointments will be to specific job titles/pay grades and pay will be within the approved ranges for the grade. As with regular employment procedures, a salary referral will be provided to the department from the Employment Services section. Also, candidates are subject to the same requirements for minimum qualifications, background checks, etc., as candidates for continuing appointments. Completion of Part B of the HR-106 is waived for temporary departmental appointments. The hiring department must attach the HR-106 and the salary referral form to the initial PAF in order for PAF to be approved.

2.19.9.1 The hiring department will be responsible for submitting all required documentation for employment and payroll processing through the established channels. Generally, positions filled on a temporary appointment will qualify as nonexempt for FLSA purposes and the rate of pay will be based on an hourly rate. Therefore, these employees will be paid on the biweekly pay schedule and the department is responsible for submitting reports of hours worked to Payroll and Employee Benefits in accordance with schedule requirements.

## 2.20 Employment and Termination Dates

2.20.1 **Employment Dates** - If the first day worked is the first scheduled working day of the pay period, the **employment date** is the beginning date of the pay period. Otherwise the employment date for a new employee is the first date on which that employee works. Holidays are not considered to be scheduled working days.

2.20.2 **Termination Dates** - If the last day worked is the last scheduled working day of the pay period, the **termination date** is the ending date of the pay period. Otherwise, the termination date for an employee is the last date on which that employee works. Holidays are not considered to be scheduled working days.

The employee shall report to work at his or her assigned location on the last day worked. Annual leave may not be counted as the last day. Accrued and unused annual leave may be paid to the employee as terminal leave as described in section 5.6.6.

2.21 **Resignations** - If an employee wishes to voluntarily resign from his or her position, an appropriate period of advanced notice should be given to afford the employing department an opportunity to recruit a replacement for the employee. For University Staff employees, a minimum notice of two weeks is expected, while for Administrative-Professional employees the notice should be at least one month.