



HR Newsletter
May 2008
 Auburn University Human Resources
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Bryan Townsend
Lynne Hammond

Employee Recognition Program

The [Employee Recognition Program](#) will be held on Tuesday, May 6th, at the Hotel at Auburn University and Dixon Conference Center. Annually, Auburn University recognizes regular fulltime non-faculty employees with 5, 10, 20, 25, 30, and 40 or more years of dedicated service to the University. The celebration starts with a brunch for retiring employees and for those employees with 25 years of service or more.



This year we will honor some 360 employees, with up to 40 years of service to Auburn University.

Here are some [photos](#) of the 2007 Recognition Program.

Family Fun Day

Auburn University will hold its 12th annual Family Fun Day for university employees and their families on **Wednesday May 14th at the President's Home on Mell Street from 3:00 p.m. to 5:30 p.m.** Free food, beverage and other treats will be available throughout the afternoon.



Adults and children alike can win prizes, play games, listen to music and participate in more than 20 activities, including Ring Toss, Horse Shoes, Wheel of Fortune, Peg Ball, Golf, Golf, Nerf Football Throw, Nerf Football Throw, Bingo, Basketball Shoot, Roll Ball, Roll Ball, Dice Throw, Bean Bags, Duck Pond, Fishing Booth, Cup Throw, Animal Balloons, Find Toys in the Sand and the Moon Walk.

This will be the fifth consecutive year the event has been held at the President's Home. Since parking will be limited, people attending Family Fun Day are encouraged to use Tiger Transit shuttles to get to the site from the core of campus.

Tiger Transit will take passengers to and from the event, making stops at Haley Center and the Coliseum. All AU employees should receive a card through campus mail, which includes information about the event and a mailing label required to enter the drawing for door prizes. All AU offices are urged to ensure these are distributed to the employees and remind the employees to bring their cards to the event.

About 5,000 people attend Family Fun Day every year.

If you would like to volunteer to help at this year's Family Fun Day, please contact Victoria Tate at 844-4747 or tatevic@auburn.edu.

Memorial Day

AU will observe the Memorial Day holiday this year on Monday, May 26.

Employees who are not scheduled to work on that date, but who are eligible for holidays (i.e. Regular employees), should be afforded equivalent time off as close to the holiday date as is practical.

The 2008 Holiday schedule is summarized [here](#).

A&P Luncheon



Auburn University celebrated Administrative Professionals Day on **Wednesday, April 23, 2008**, with a luncheon accompanied by entertainment from the Auburn University Steel Band. Guest speaker **Bryan Townsend**'s presentation "Hitching Up a Winning Team!" completed the celebration.

Here are some [photographs](#) from the luncheon.

HRD to Publish Summer Term Schedule

Look for the Summer Term 2008 "Schedule of Courses" to be online, in A-Train, and distributed in campus mail the week of May 12-16.

Exempt vs. Non-Exempt

Exempt and non-exempt are two terms you have likely heard, but, if you are like most people, may not fully understand. One major misconception is that a person can simply choose whether a particular position is classified as exempt or non-exempt. Many people believe that simply by paying a salary and not an hourly wage that an employee is exempt from receiving overtime pay. Neither of these statements is true.

The terms exempt and non-exempt come from a federal law – the Fair Labor Standards Act or FLSA. This law has many provisions including minimum wage provisions, recordkeeping, child labor standards, and overtime provisions. It is from the overtime provisions of the Fair Labor Standards Act that we find the terms exempt and non-exempt. The law requires employers to classify jobs as either exempt or non-exempt and provides the guidelines employers use to make such determination. Non-exempt employees are entitled to overtime pay. Exempt employees are not entitled to overtime pay; hence they are "exempt" from the overtime provisions of the law.



For non-exempt employees the law provides for a minimum hourly wage, the maintenance of detailed records of hours worked, and overtime pay of one and one-half the regular rate for work in excess of 40 hours during a seven day pay period. Public institutions, such as Auburn University, are authorized to award compensatory time off at the premium rate equal to one and one-half hour for each overtime hour worked in lieu of pay.

Generations Class

M.E.E.T. for Respect in the Workplace is scheduled for Thursday, May 8 from 12:45-4:45 in the HRD Training Facility. If you are interested in learning more about how the different generations can work together, sign up for this session on A-Train at <https://atrain.auburn.edu/login.asp> or contact Kelli Henderson (4-7939 or hendekc@auburn.edu) with questions.

Spirit of Excellence Awards

Each month AU presents Spirit of Excellence awards to four employees for outstanding service. Recipients for **February 2008** are:

Office/Administrative	Denise Smith	Political Science
Administrative/Professional	Laurel Hendrix	Development
Technical/Paraprofessional	Ursula Wohlfert	Pathobiology
Service/Maintenance	Silas Thomas	Housing & Residential Life

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.

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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)
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