



## HR Newsletter July 2008

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- [Exempt vs. Nonexempt](#)
  - [4th of July Holiday](#)
  - [HRD to Offer Debt Management Workshop](#)
  - [Minimum Wage Increase](#)
  - [Moving? Want to Continue Your Career in Higher Ed?](#)
  - [Revised I-9 Form](#)
  - [Spirit of Excellence Awards](#)
  - [Your Newsletter Subscription](#)




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### 4th of July Holiday



AU will observe the Independence Day holiday this year on Friday, July 4th. Happy Birthday, USA!

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](#).

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### Revised I-9 Form

A new version of the I-9 Form has been approved. This version of the I-9 Form is the one that your departments need to begin using **immediately**.

The newest version of the I-9 Form is now available on the Human Resources Form page at: [http://www.auburn.edu/administration/human\\_resources/forms](http://www.auburn.edu/administration/human_resources/forms) Please ensure that this is the form that is used for all new hires going forth.

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### Minimum Wage Increase

The U.S. Congress enacted an amendment to the Fair Labor Standards Act last year (Title VIII of the "U.S. Troop Readiness, Veterans' Care, Katrina Recovery, and Iraq Accountability Appropriations Act, 2007") which increases the minimum wage rate in 2007, 2008 and 2009. The Federal minimum wage rate is scheduled to increase from the present \$5.85 per hour to **\$6.55 per hour** (\$13,624 per year for full-time workers) as of July 24, 2008. The minimum wage applies to all employees of Auburn University, including faculty, administrative-professional, student and temporary workers.

Any biweekly employees who are currently being paid less than \$6.55 per hour should be increased to that rate effective with the payroll starting **7/20/2008**. The ePAF entitled FYPTB should be used to implement these wage rate increases; it can be accessed via Self Service Banner.

Here is the current [Minimum Wage poster](#).

Further information will be sent to affected departments shortly. Please address any questions regarding compliance with the new minimum wage to Michael Hill or Chuck Gerards at 844-4145.

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### 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.

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### HRD to Offer Debt Management Workshop

It is easy to fall into a whirlpool of debt without a consistent effort to avoid it. Credit cards and “easy” financing have enabled many Americans to “buy now” and pay, pay, and pay later. In this workshop, Roger Knauff from the Consumer Credit Counseling Service of Alabama, Inc. will discuss the management of debt. In particular, he will address how to establish credit and maintain good credit and what to do if your credit has gone bad. In addition, Roger will focus a portion of his presentation on how to take appropriate steps to obtain a sound mortgage and how to avoid losing your home due to financial difficulties. The workshop is scheduled for July 30, 2008 from 10:00-12:00 in the HRD Training Facility. To register, go to <https://atrails.auburn.edu/login.asp>; questions can be directed to Kelli Henderson at [hendekc@auburn.edu](mailto:hendekc@auburn.edu) or 844-7939.

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### Spirit of Excellence Awards

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

Recipients for **April 2008** are:

**Office/Administrative**  
**Administrative/Professional**  
**Technical/Paraprofessional**  
**Service/Maintenance**

Carol Lovvorn  
 Michelle Harte  
 Thomas Sharpe  
 Ellen McPherson

Office of International Education  
 Student Financial Services  
 Housing Property Management  
 Building Services

Recipients for **May 2008** are:

**Office/Administrative**  
**Administrative/Professional**  
**Technical/Paraprofessional**  
**Service/Maintenance**

Amy Myatt  
 Eva Dyba  
 Julia Wright  
 Martha Combs

Athletic Department  
 Office of Development  
 Pathobiology  
 Building 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](http://www.auburn.edu/administration/human_resources/forms/spirit.pdf)

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### 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.

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### 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](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.

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

To cancel your subscription to the newsletter, send a similar email to [majordomo@auburn.edu](mailto:majordomo@auburn.edu) with the message "unsubscribe hrnews". Or email [hillmic@auburn.edu](mailto:hillmic@auburn.edu).

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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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