



HR Newsletter
May 2009
 Auburn University Human Resources
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Family Fun Day 2008

HRD to Release Summer Schedule

The Human Resource Development "Schedule of Courses for Summer Term 2009" will be distributed via campus mail during the week of May 11-15; registration for summer courses will also begin that week. The online version of the "Summer Schedule" will be posted to the [HRD Web page](#) the week of May 4-8.

Discrimination/Harassment Tip Sheet

AU managers are our first line of defense for dealing with incidents involving discrimination and harassment. But how can you recognize discrimination or harassment when it's happening? And what's your responsibility for dealing with such situations?

This month's **Supervisor's Toolkit** features a handy Tip Sheet to guide managers through this potentially thorny area. [Click here.](#)

Reminder TES Employees Must Complete I-9 Documentation Within Time Frames

As the summer months approach, many of our departments utilize Temporary Employment Services to cover for the vacations of their regular staff members or to handle peak workloads that may occur. Please be reminded that TES employees must complete new hire paperwork, including the federally required I-9 form, within the same time frames as all other newly hired employees.

The I-9 form may be completed before but must be completed no later than the first day of employment. Employees have three working days to provide the required supporting documents that prove eligibility to work in the U.S. Any employee not completing this form and providing required documentation within these time frames by law must be removed from our payroll.

Failure to comply with these documentation requirements carries stiff penalties. Penalties can include \$250 to \$3,000 per incident for improper or untimely completion of the I-9 form. Therefore, it is imperative that all TES employees complete these documentation requirements within the required time frames to avoid legal liabilities and to ensure that they will be allowed to continue to work in their assigned departments.

The I-9 form and the list of acceptable documents have recently been changed. You may view the current version of this form along with the updated listing of documents at the HR Forms web site

http://www.auburn.edu/administration/human_resources/forms/index.html

EASHRM Forum

On May 12, the East Alabama Chapter of the Society for Human Resource Management will host "**Hope for the Financially Hurting**", which is a community resource and educational forum to be held at Opelika First Baptist Church 5pm - 9pm. The flyer for the event is attached. Please take the time to review the [HOPE flyer](#) and see what a wonderful opportunity this will be for our community during these challenging times.

Employee Recognition Program

This year's [Employee Recognition Program](#) will be held on **June 3rd** from 2:00 PM until 4:00 PM at the Student Center.

Family Fun Day Slated For May 21



Auburn University will hold its 13th annual Family Fun Day for university employees and their families on Thursday, May 21, at the President's Home on Mell Street from 2:45 p.m. to 5:30 p.m.

Tiger Transit will take passengers to and from the event, making stops at the old Credit Union location on Magnolia Avenue, the Coliseum parking lot and the corner of Mell Street and Samford Avenue.

All AU employees should receive a card through campus mail, which includes information about the event and a mailing label required to enter the door prize drawings. All AU offices must ensure these cards are distributed to the employees and to remind them to bring to the event. Each employee must present **their personalized cards to the T-shirt table** to receive a Family Fun Day T-shirt.

Spirit of Excellence Awards

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

Recipients for **February 2009** are:

Office/Administrative	Serlester Williams	College of Liberal Arts
Administrative/Professional	Brook Moates	COSAM Development
Technical/Paraprofessional	Crisanta Cruz-Espindola	Anatomy, Physiology & Pharmacology
Service/Maintenance	Joseph Carleton	Paint Shop

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

Spirit of Excellence Awards

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

Recipients for **March 2009** are:

Office/Administrative	Barbara Davis	Office of Enrollment Services
Administrative/Professional	Chris Huggins	Liberal Arts-Admin
Technical/Paraprofessional	Keenan Terry	OIT
Service/Maintenance	Herman Stinson	Building Services

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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.

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.

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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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