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

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Seasonal Holidays
Christmas holidays will be observed on Monday, December 21 through Friday, December 25, and Monday, December 28 through Thursday, December 31.

New Year's 2010 will be observed on Friday, January 1.

Martin Luther King, Jr. day will be observed on Monday, January 18, 2010.

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

The 2009-2010 holiday schedule is summarized [here](http://www.auburn.edu/administration/human_resources/hrnews.htm).

HRD Spring Semester Schedule Available in Early December

The Human Resource Development "Schedule of Courses" for Spring Semester 2010 will be available on line at [http://www.auburn.edu/administration/human_resources/hrd/](http://www.auburn.edu/administration/human_resources/hrd/) during the week of December 7-11. Paper copies of the schedule will be distributed via campus mail during the week of January 4-8, 2010. Register as soon as possible to ensure a seat in a particular program.

Updated DOL Online Publication

The U.S. Department of Labor recently announced the availability of an updated version of its Employment Law Guide, an online publication that describes the major employment laws administered by the department. The Guide helps the public — workers and employers — understand many of the laws affecting the workplace. It helps small businesses develop wage, benefit, safety and health, and nondiscrimination policies and benefits employees and employee representatives who need information about worker rights and responsibilities under federal employment laws.

The Employment Law Guide is a companion to the department’s FirstStep overview advisor, an online system that allows employers to quickly and easily determine which federal employment laws apply to them by answering a few simple questions about relevant variables. Together, the updated Employment Law Guide
and the FirstStep overview advisor offer employers the information they need to ensure safe and fair workplace policies and practices. Both are available at http://www.dol.gov/elaws or http://www.dol.gov/compliance.

**Banner 8.2**

The Banner 8.2 upgrade was installed recently.

If you notice any unexpected changes, especially in the functioning of e-pafs, please notify ISS at 844-9691.

**Annual Leave Carryover**

Auburn University policy limits the amount of annual leave which full-time employees may carry forward from one calendar year to the next as follows: exempt (monthly) employees, two years' accrual (320 hours); nonexempt (biweekly) with 10 or more years of continuous service, two years' accrual (320 hours); and nonexempt (biweekly) with nine or fewer years of continuous service, one year's accrual (97.76-160 hours). The maximum carryover hours for nonexempt employees with nine or fewer years of service varies, depending on the employee's length of service. Leave carryover for part-time employees is prorated based on the percentage of full time they are employed.

In order to account for leave taken in 2009, biweekly employees must report all leave they wish to have charged against 2009 prior to Dec. 14, and monthly employees must report all leave they wish to have charged against 2009 prior to Dec. 10. Leave requests received after these cutoff dates will be charged against calendar year 2010. Questions about annual leave balances, accrual and usage may be directed to Mary Turner or Michael Hill in Human Resources at 844-4145.

**Spirit of Excellence Winners**

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

Recipients for June 2009 are:

<table>
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<tr>
<th>Category</th>
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<th>Unit</th>
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<tr>
<td>Office/Admin</td>
<td>Karina Ponder</td>
<td>Enrollment Services</td>
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<tr>
<td>Administrative/Professional</td>
<td>Theresa Morgan</td>
<td>Graduate School</td>
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<tr>
<td>Service Maintenance</td>
<td>Elizabeth Foote</td>
<td>Building Services</td>
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<tr>
<td>Technical/Paraprofessional</td>
<td>Joey Ellis</td>
<td>Heavy Construction</td>
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Recipients for July 2009 are:

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<tr>
<td>Office/Admin</td>
<td>Ginger Ware</td>
<td>Aerospace Engineering</td>
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<tr>
<td>Administrative/Professional</td>
<td>Kay Stone</td>
<td>Environmental Institute</td>
</tr>
<tr>
<td>Service Maintenance</td>
<td>Reaco Echols</td>
<td>Automotive Shop</td>
</tr>
<tr>
<td>Technical/Paraprofessional</td>
<td>Matthew Caudle</td>
<td>AU Bookstore</td>
</tr>
</tbody>
</table>

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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