HR Newsletter
September 2010
Auburn University Human Resources
332 James E. Foy Hall
Auburn University, AL 36849
334.844.4145

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**Labor Day Holiday**

Auburn University will observe Labor Day on Monday, September 6th, 2010.

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

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**HRD to Offer Drug Awareness Workshop**

Learn the facts about chemical dependency, areas of life affected by drugs and alcohol, and ways to recognize and address the problems of chemical dependency in The Drug Awareness: Understanding Chemical Dependency (HL270) workshop. The workshop is scheduled for September 28, from 2:30-4:30 in the HRD Training Facility, located at 146 North Gay Street. It will be presented by Ms. Natalie Wood, LPC, LBSW, Administrator of Bradford Health Services. To register, log in to A-Train ([https://atrains.auburn.edu/](https://atrains.auburn.edu/)) or if you have questions, contact Pamela Rogers (4-7363 or pkr0001@auburn.edu).

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**HRD to Offer Workshop on Medications, Wellness, and Your Money**

The next Healthy Tigers Workshop (HL280) will explain the economics surrounding prescription drug coverage and Auburn's health-related benefits: Dr. Dave Brackett, Ambulatory Care Pharmacist with the AU Pharmaceutical Care Center, will explain the TigerMeds program, the Healthy Tigers Wellness Initiative, and the difference between generic and brand medications. The program is scheduled for September 30 from 2:30-4:30 in the HRD Training Facility. To register, log in to A-Train ([https://atrains.auburn.edu/](https://atrains.auburn.edu/)) or contact Pamela Rogers (4-7363 or pkr0001@auburn.edu).

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**Exempt vs. Non-Exempt**
Exempt and non-exempt are two terms most people have heard but 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 positions as either exempt or non-exempt and provides the guidelines employers use to make such a 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.

Nominations sought for Spirit of Excellence Award

The Department of Human Resources is seeking nominations for the Spirit of Excellence Award. Each month the award is given to an employee from each of the following employment groups: Service and Maintenance, Secretarial and Clerical, Technical and Paraprofessional, and Administrative and Professional. To nominate an employee, a form must be completed and sent to the Spirit of Excellence Award, Department of Human Resources, 332 Foy Hall. To print a form, go to this link. For more information, contact Sonya Dixon at 844-7612 or dixonsa@auburn.edu.

Spirit of Excellence Winners

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

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<thead>
<tr>
<th>Category</th>
<th>Name</th>
<th>Unit</th>
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<tbody>
<tr>
<td>Office/Admin</td>
<td>Amy Wiley</td>
<td>Clinical Sciences</td>
</tr>
<tr>
<td>Administrative/Professional</td>
<td>Shanna Brodbeck</td>
<td>Program for Students with Disabilities</td>
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<tr>
<td>Service Maintenance</td>
<td>Kenneth Estes</td>
<td>Stockroom</td>
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<tr>
<td>Technical/Paraprofessional</td>
<td>Kimberly Bryan</td>
<td>Clinical Sciences</td>
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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 332 James E. Foy 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.
Or send an email to 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 with the message "unsubscribe hrnews". Or email hillmic@auburn.edu.

The Office of Human Resources is open Monday through Friday, 7:45 am to 4:45 pm Central Time (except holidays)
Human Resources | 332 James E. Foy Hall | Auburn University, AL 36849-5126 USA | 334.844.4145
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