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

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**HRD to Offer Principles of Retirement Planning Workshop**

Join financial advisor Cindy Haynes from VALIC, on November 10, 2010, in the Human Resource Development (HRD) Training Facility for a program explaining available retirement income sources and how 403B Tax Deferred programs can help supplement individual financial foundations during retirement. The seminar, from 10:00 a.m. to 12:00 p.m., will explain the principles necessary to prepare for this very important part of your financial future. To attend, register at www.auburn.edu/hrdtraining or contact Pamela Rogers at pkr0001@auburn.edu or 844-7363 for more information.

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**Election Day**

The general election is scheduled for **Tuesday, November 2nd**. Auburn University encourages all employees to exercise their right to vote.

Employees are normally able to vote before or after work, given the extended poll hours (7:00 am - 7:00 pm). Supervisors should strive to accommodate anyone having an unusual situation relative to voting, to ensure that they're able to cast their ballot. Voters need to carry one of a wide variety of approved identification, including a driver's license; a photo ID issued by a college or employer; a current bank statement, utility bill, government check or paycheck with the voter's name and address; a valid ID issued by the state or federal government; a current hunting or fishing license; a certified copy of a birth certificate; or a valid Social Security, Medicare, Medicaid or Electronic Benefits Transfer card.

More information about Alabama voting laws can be found at AlabamaVotes.gov.

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**Thanksgiving Holiday**

AU HR Newsletter http://www.auburn.edu/administration/human_resources/hrnews.htm
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Thanksgiving holidays will be observed on Wednesday - Friday, November 24-26. Employees who are not scheduled to work on those dates, but who are eligible for holidays (i.e. Regular nonstudent employees), should be afforded equivalent time off as close to the holiday date as is practical. The 2010 Holiday schedule is summarized here.

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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.

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**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.

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**Spirit of Excellence Winners**

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

**Recipients for July 2010 are:**

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<thead>
<tr>
<th>Category</th>
<th>Name</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office/Admin</td>
<td>Della Hightower</td>
<td>ACES - HR</td>
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<tr>
<td>Administrative/Professional</td>
<td>Susan Marsh</td>
<td>Office of the Registrar</td>
</tr>
<tr>
<td>Service Maintenance</td>
<td>Charnita Wright</td>
<td>Building Services</td>
</tr>
<tr>
<td>Technical/Paraprofessional</td>
<td>Philip Mitchum</td>
<td>Facilities</td>
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**Recipients for August 2010 are:**

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</thead>
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<tr>
<td>Office/Admin</td>
<td>Sarah Ferguson</td>
<td>Music &amp; Theatre</td>
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<tr>
<td>Administrative/Professional</td>
<td>Steven Barnard</td>
<td>Student Financial Services</td>
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<tr>
<td>Service Maintenance</td>
<td>Allen Flournoy</td>
<td>Ag Land &amp; Resource Mgmt</td>
</tr>
<tr>
<td>Technical/Paraprofessional</td>
<td>Kevin Watson</td>
<td>OIT</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 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.

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