Family Fun Day 2011

Auburn University will hold the 15th annual Family Fun Day for university employees and their families Wednesday, May 18, at the Ham Wilson Livestock Arena on Donahue Drive from 3 to 5 p.m. Free food, beverages and other treats will be available throughout the afternoon.

All university employees should receive a card through campus mail, which includes information about the event and a mailing label required to enter the drawing for door prizes. All offices are asked to ensure the cards are distributed and to remind employees to them to bring to the event. Employees must present their own personalized card to the gift table to receive a Family Fun Day T-shirt.

To volunteer to help with the event, contact Victoria Tate at 703-7438 or tatevic@auburn.edu. Healthy Tigers screening to be held at Family Fun Day....

Walk in's or appointments will be available. Please visit the Healthy Tigers website at the following link.

http://www.auburn.edu/administration/business_office/payroll/healthytigers/index.html

Bridges Program 2011

BRIDGES is a full-time program of care and supervision for children ages 10-14 sponsored by the Employers’ Child Care Alliance.
Based on an innovative curriculum, participants are involved in a variety of healthy, fun, educational and interactive program elements (or clubs). With a commitment to quality and adequate supervision, staff/student ratios is no more than 1 to 12.

Please contact Tammy Morgan at 334-749-8400 or visit www.ccrc-alabama.org/BRIDGES_Program.html for more information.

Employee Recognition Program
Employee Recognition Program 2011 will be held on Thursday, May 26, 2011, at the Auburn University Hotel and Dixon Conference Center. The university will recognize those employees with 5, 10, 20, 25, 30 and 40 years of service at Auburn University. The ceremony and reception will be held from 2:00 to 4:00 p.m.

Memorial Day
Memorial Day will be observed on Monday, May 30, 2011.

Employees who are not scheduled to work on this date, 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 2011 Holiday schedule is summarized here.

Area Storm Damage
All of us at Auburn University are sending our thoughts and prayers to the many families who have been affected by the severe weather of April 27. While we reach out to communities to find out where and how we can most help, we also encourage our employees who have been affected, or who know of other faculty or staff who have been affected, to email Linda Maxwell-Evans in Human Resources at lzm0020@auburn.edu, or call 844-4145. She will collect the information to determine how the university can help.

For information, resources and what Auburn University is doing to assist the communities that have been affected, go to www.auburn.edu/relief.

Posters to be Displayed in all Campus Buildings
With recent revisions to various employment law posters being required by a myriad of new legislation, it is more critical than ever that the University stay on top of these changes. One of the most recent new posting requirements regarding the Genetic Information Nondiscrimination Act (GINA) has prompted discussions with our legal counsel regarding Auburn’s obligations to ensure that all employees are made aware of their rights under the law.

To that end, the recommendation has been that ALL required employment posters need to be displayed in at least one place in each building or complex on campus, as well as all locations off campus in which Auburn University employees are working. This is a change from our previous stance that posting these notices in the major Human Resources offices was sufficient to cover our obligations.

Below is a listing of the posters which are required to be posted at each location:
Alabama Child Labor Certifications
Alabama Child Labor Law poster
Equal Employment Opportunity poster
E-Verify Poster (English)
E-Verify Poster (Spanish)
**Note: Both versions must be posted**
FMLA Poster (English)  
Minimum Wage Poster (b & w and color available, can post either one)  
Notice to Report Injuries  
Right-to-Work Poster (English)  
Right-to-Work Poster (Spanish)  
**Note: Both versions must be posted**  
Veterans’ Rights Poster

There is no need to purchase any of these posters from external vendors. Each of these posters can be found on the Human Resources Forms web site at: http://www.auburn.edu/administration/human_resources/forms/index.html

Human Resources constantly monitors the changing legal notification landscape, and will ensure that the most recent versions of these forms are available on their web site.

Further instruction will be forthcoming regarding this new directive for posting these notifications. If you have any questions, please contact Angela Erlandson or Mike Hill in HR.

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HRD Releases Schedule of Courses for Summer 2011

The new schedule of Human Resource Development courses for Summer Term 2011 will be posted online during the week of May 2-6 and distributed by campus mail during the week of May 16-20. Classes will begin on May 24, 2011.

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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.

<table>
<thead>
<tr>
<th>Category</th>
<th>Name</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office/Admin</td>
<td>Dorothy McKinnon</td>
<td>Human Sciences</td>
</tr>
<tr>
<td>Administrative/Professional</td>
<td>Grant Bond</td>
<td>Ag Land &amp; Resource Management</td>
</tr>
<tr>
<td>Service Maintenance</td>
<td>Jerry Dowdell</td>
<td>Landscape Services</td>
</tr>
<tr>
<td>Technical/Paraprofessional</td>
<td>William Lacy</td>
<td>OIT</td>
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</tbody>
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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.

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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 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.

Your Email Address:  

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

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