Taking Control of Asthma and COPD Workshop (HL269)

When not controlled, asthma and COPD (Chronic bronchitis or emphysema) can reduce a person’s ability to work and play. To counter these lung problems, participants will learn about the causes and triggers of asthma and COPD, how to reduce attacks, and how appropriate medication delivery and timing is essential. The workshop is scheduled for Tuesday, June 7 from 2:30 PM - 4:30 PM in the HRD Training Facility. Tips on techniques for preventing and managing attacks will be discussed. The workshop is presented by Dr. Pamela Stamm, Associate Professor in the Department of Pharmacy Practice. To register, log in to A-Train (https://atrains.auburn.edu/) or contact Pamela Rogers (4-7363 or pkr0001@auburn.edu) with questions.

Family Fun Day 2011

The 15th annual Family Fun Day was a hit with the families, especially children, of Auburn employees. This year’s event on May 18 had more space to spread out at its new location on the grounds of the Ham Wilson Livestock Arena. Taking advantage of good weather, hundreds of faculty and staff and their families enjoyed free food, games for all ages and the opportunity to socialize with friends from across campus. The activities were organized and staged by dozens of volunteers from all divisions of the university.

Employee Recognition Program

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

Employee of the Year awards were presented to Della Hightower, William H. Lacy, Jerry L. Dowdell, and Danita R. Smith.

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**Freedom from Smoking Workshop (HL265)**

For those struggling to stop smoking, this program offers advice and assistance on the benefits of quitting tobacco, outlines the stages of change necessary to stop smoking, and provides information on The Harrison School of Pharmacy's Pharmaceutical Care Center's "Pack It Up" smoking cessation program. Interested employees can learn how the program works by participating in the introduction to "Pack It Up" in order to avoid the tobacco surcharge. The workshop is scheduled for June 14 from 2:30 PM - 4:30 PM in the HRD Training Facility and will be presented by employees of the Auburn University Pharmaceutical Care Center. To register, log in to A-Train (https://atrails.auburn.edu/) or contact Pamela Rogers (4-7363 or pkr0001@auburn.edu) with questions.

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**HRD to Offer Several Financial Workshops in June**

In June, there are several financial workshops available for employees. Beginning on June 9, Dr. Robert Tufts, Associate Professor in the School of Forestry and Wildlife Sciences, will present a Basic Estate Planning Workshop from 2:30-4:30 PM. On June 16, a representative from the Social Security Administration will conduct a presentation from 1:00-2:00 on Social Security benefits and what that means to you. Also on June 16 from 2:30-4:30, Amanda Harrelson, Finance Instructor with the College of Business, will have a Budget Bailout: Expert Advice for Hard Times Workshop. This workshop will show participants how to develop and follow a spending plan for their family. To register for any of the sessions, log in to A-Train (https://atrails.auburn.edu/) or contact Pamela Rogers (4-7363 or pkr0001@auburn.edu) with questions.

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**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.

**Fitness and Recreational Services Workshop**

Learn what health, wellness, and fitness activities are available to employees through Recreational Services. The presentation will also emphasize the benefits of a healthy lifestyle and the advantages of developing a personal, lifetime wellness and fitness program. This workshop is scheduled for June 22 from 9:30-11:30 in the HRD Training Facility and will be presented by Bill Jackson of Recreational Services. To register, log in to A-Train (https://atrains.auburn.edu/) or contact Pamela Rogers (4-7363 or pkr0001@auburn.edu) with questions.

**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.

<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>
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<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>
</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.

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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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