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Posting Student Employment Positions Online
The Auburn University Career Center encourages all departments and offices to post their part-time student employment positions on Tiger Recruiting Link (TRL). TRL is easy to use and allows flexibility in application method, student qualification criteria, and posting length. Students are directed to this site to locate part-time jobs, and the Auburn University Career Center is working to ensure equal access to jobs for all students. To access the new student employment website and TRL please visit www.hire.auburn.edu. Contact Meaghan Weir (4-3867 or meaghan@auburn.edu) with questions regarding student employment or your TRL account.

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.

Independence Day Holiday
AU will observe the Independence Day Holiday this year on Monday, July 4th. Happy Birthday, USA!
Employees who are scheduled to work on that day, 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 2011 Holiday schedule is summarized [here](#).

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**Classes Available for Outlook 2010 Training**

Auburn University’s e-mail migration from Novell GroupWise to Microsoft Outlook has begun. It will be a gradual process. The Human Resource Development department is offering Outlook training to help prepare employees for the change. During the migration period, the Office of Information Technology will be funding the training classes. Please visit the A-Train website ([https://atrains.auburn.edu/](https://atrains.auburn.edu/)) to sign up for a class. Each session will be limited to 15 participants and will last from 12:45 pm - 4:45 pm. More sessions will be offered as they are needed.

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**Disclosure of GINA Information**

The Genetic Information Nondiscrimination Act of 2008 (GINA) took effect on Nov. 21, 2009. It was enacted in response to concerns that insurers and employers could use results of genetic testing to discriminate against applicants and employees.

Employers and other covered entities must treat genetic information as part of a confidential medical record, and must maintain the information in separate forms and files. GINA’s confidential medical record requirements mirror the ADA’s requirements for employment examination results.

In addition, employers may not disclose genetic information concerning an employee unless one of these exceptions applies:

- To the employee on the employee’s own written request
- To an occupational or other health researcher for research
- To public health agencies, if related to a contagious disease
- To government officials investigating GINA compliance
- In connection with the employee’s compliance with FMLA (or similar state laws) certification requirements
- In response to a court order.

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**HRD to Offer Savings & Investment Basics Workshop**

In this session which is scheduled for July 19 from 2:30-4:30 in the HRD Training Facility, participants will learn the importance of saving money. The program will explain financial goal setting (short, mid, and long term) and options for saving for each of the goals. Specific emphasis will also be placed on saving money for children’s education and various options that are available. Presented by Ms. Amanda Harrelson, an instructor in the Finance Department. 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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**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 at 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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**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 April 2011 are:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Name</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office/Admin</td>
<td>Bertha Gibbs</td>
<td>ACES/AGIT</td>
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<tr>
<td>Administrative/Professional</td>
<td>Emily Dean</td>
<td>Vet Med Admin</td>
</tr>
<tr>
<td>Service Maintenance</td>
<td>Carolyn Brown</td>
<td>Building Services</td>
</tr>
<tr>
<td>Technical/Paraprofessional</td>
<td>Glen Davis</td>
<td>Ag Land &amp; Resource Management</td>
</tr>
</tbody>
</table>
Recipients for May 2011 are:

<table>
<thead>
<tr>
<th>Category</th>
<th>Name</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office/Admin</td>
<td>Jean Joiner</td>
<td>English</td>
</tr>
<tr>
<td>Administrative/Professional</td>
<td>Joe Lewis</td>
<td>Maintenance and Operations</td>
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<tr>
<td>Service Maintenance</td>
<td>Ellen McPherson</td>
<td>Building Services</td>
</tr>
<tr>
<td>Technical/Paraprofessional</td>
<td>Johnny Clark</td>
<td>Project Construction</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](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](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).

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.

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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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[Auburn University homepage](http://www.auburn.edu) | [HR homepage](http://www.auburn.edu/administration/human_resources/hrnews.htm)