HR Newsletter
August 2011
Auburn University Human Resources
332 James E. Foy Hall
Auburn University, AL 36849
334.844.4145

- Disclosure of GINA Information
- HRD Schedule and Guide Distributed in August
- Moving? Want to Continue Your Career in Higher Ed?
- Posting Student Employment Positions Online
- Nominations Sought for Spirit of Excellence Award
- Outlook Training Update
- Overtime for Non-Exempt Employees
- Posters to be Displayed in all Campus Buildings
- Spirit of Excellence Winners
- Supervisor's Toolkit: Drug Testing
- Your Newsletter Subscription

---

**Outlook Training Update**

As we convert from Groupwise to Outlook, we thought it might be helpful to have this update on training resources.

All on-campus training is being administered by HRD and funded by OIT. We are offering PC970, Introduction to Outlook, in August on these dates and at these times:

- August 3 from 8:00 AM - 12:00 PM
- August 5 from 8:00 AM - 12:00 PM
- August 5 from 12:45 PM - 4:45 PM
- August 10 from 8:00 AM - 12:00 PM
- August 10 from 12:45 PM - 4:45 PM
- August 12 from 8:00 AM - 12:00 PM
- August 12 from 12:45 PM - 4:45 PM
- August 17 from 8:00 AM - 12:00 PM
- August 17 from 12:45 PM - 4:45 PM
- August 19 from 8:00 AM - 12:00 PM
- August 19 from 12:45 PM - 4:45 PM
- August 24 from 8:00 AM - 12:00 PM
- August 24 from 12:45 PM - 4:45 PM

All classes are held in 202 Dunstan Hall; sign up in A-Train. Beginning in September, we will offer this course weekly. Check the course schedule for fall semester for those dates and times. Additional help with Outlook questions is available, for those who have attended a class, from
Marian Goolsby at 844-4512 or the OIT Helpdesk at 844-4944.

OIT has training resources for individuals at www.auburn.edu/oit/exchange/. There are some handouts under “Getting Started with Outlook” that those new to using Outlook might find useful. There will be more things added by OIT to the page over time. You are welcome to copy, paste and use any of that material however you might need to.

Don't forget that the Element K Office Productivity Gold library of courses also has Outlook training available (http://www.auburn.edu/administration/human_resources/hrd/aulmnk.htm).

Activities with off-campus sites are encouraged to develop their own program of training for those sites. The resources cited above will be helpful in creating such a program. Those activities with in-house IT expertise are doing such things as training someone in one of the PC970 classes and then using that person's expertise to prepare off-campus sites for the conversion.

---

**Overtime for Non-Exempt Employees**

The standard workweek for non-exempt employees (members of the University Staff employee group) is 40 hours. During peak workloads or emergencies, it may be necessary that employees work overtime (over 40 hours in a week). In such cases, non-exempt employees will receive either compensatory time off from work or overtime pay (at the discretion of the department management). Non-exempt employees earn one and one-half (1.5) hours of compensatory time for each hour of authorized overtime work, or are paid at one and one-half time (1.5) times their standard pay rate for overtime hours. Overtime is calculated for the period of each workweek, not on a daily basis. Only time actually worked, plus holiday time, counts toward overtime; leave time taken does not count toward the 40-hour period for overtime purposes. Any overtime work must be approved by the supervisor prior to the work being performed.

Exempt employees (members of the Administrative and Professional employee group) are not eligible for overtime pay.

---

**HRD Schedule and Guide Distributed in August**

The Human Resource Development Training and Development Guide for 2011-2012 and the "Schedule of Courses for Fall Semester 2011" will be posted online at the HRD web site during the week of August 8-12, 2011, and distributed via campus mail the week of August 15-19, 2011.

---

**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.

---

**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.

**Supervisor's Toolkit: Drug Testing**

*I have an employee who I believe may be coming to work in an impaired state (drugs). How can I arrange to have this employee tested?*

Auburn University’s new drug testing policy is addressed in this month’s new addition to our "Supervisor’s Toolkit. For more information, click to [tooltopx.htm](http://www.auburn.edu/administration/human_resources/hmews.htm).

---

**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](http://www.auburn.edu/administration/human_resources/hmews.htm)
- [Alabama Child Labor Law poster](http://www.auburn.edu/administration/human_resources/hmews.htm)
- [Equal Employment Opportunity poster](http://www.auburn.edu/administration/human_resources/hmews.htm)
- [E-Verify Poster (English)](http://www.auburn.edu/administration/human_resources/hmews.htm)
- [E-Verify Poster (Spanish)](http://www.auburn.edu/administration/human_resources/hmews.htm)
- **Note: Both versions must be posted**
- [FMLA Poster (English)](http://www.auburn.edu/administration/human_resources/hmews.htm)
- [Minimum Wage Poster (b & w and color available, can post either one)](http://www.auburn.edu/administration/human_resources/hmews.htm)
- [Notice to Report Injuries](http://www.auburn.edu/administration/human_resources/hmews.htm)
- [Right-to-Work Poster (English)](http://www.auburn.edu/administration/human_resources/hmews.htm)
- [Right-to-Work Poster (Spanish)](http://www.auburn.edu/administration/human_resources/hmews.htm)
**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.

---

**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>Jean Joiner</td>
<td>English</td>
</tr>
<tr>
<td>Administrative/Professional</td>
<td>Joe Lewis</td>
<td>Maintenance and Operations</td>
</tr>
<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.

---

**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: [ ] Send Clear
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.