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

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HRD Continues Outlook Training
In October Human Resource Development will be offering Outlook classes on these dates and times:

- October 13 from 12:45-4:45,
- October 17 from 8:00-12:00 and 12:45-4:45,
- October 20 from 12:45-4:45,
- October 25 from 8:00-12:00 and 12:45-4:45
- October 26 from 8:00-12:00 and 12:45-4:45.

Sign up in A-Train and direct questions to Pamela Rogers (pkr0001@auburn.edu or 844-7363).

TES Fee to be Reduced
Beginning with the new fiscal year, the Temporary Employment Service fee will decrease from 14.87% to 14.42%. This change was effective with the bi-weekly pay cycle beginning September 25, 2011. If you have any questions, contact the Temporary Employment Service office at 844-7363.

Latest Leadership Development Program
Beginning on October 20, from 12:45 to 4:45, and continuing on four subsequent Thursdays, Human Resource Development will offer the Franklin-Covey Program Leadership: Great Leaders,
Great Teams, Great Results.

This follow-on to 7 Habits teaches leaders how to manage the knowledge each worker brings to the table through the development of the "Four Imperatives of Great Leaders" in the Knowledge Age: Inspire trust, clarify purpose, align systems, and unleash talent. Additionally, participants will take away from the session a vision of what it means to be a great leader; a radically new paradigm for leading; a powerful framework for solving chronic leadership problems; practical skills and tools immediately available for use; and a specific process and data-based action plan to help with the transition to a twenty-first century leadership methodology. Sign up in A-Train and direct questions to Pamela Rogers (pkr0001@auburn.edu or 844-7363).

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**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.

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**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).

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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:

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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 June 2011 are:

<table>
<thead>
<tr>
<th>Category</th>
<th>Name</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office/Admin</td>
<td>Judy Wilkes</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Administrative/Professional</td>
<td>Colleen Bourdeau</td>
<td>Jule Collins Smith Museum</td>
</tr>
<tr>
<td>Service Maintenance</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>Technical/Paraprofessional</td>
<td>William Florence</td>
<td>General Construction</td>
</tr>
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Recipients for July 2011 are:

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<th>Name</th>
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<tr>
<td>Office/Admin</td>
<td>Barbara Hawkins</td>
<td>College of Business</td>
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<tr>
<td>Administrative/Professional</td>
<td>Kimberly Parker</td>
<td>Human Sciences</td>
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<tr>
<td>Service Maintenance</td>
<td>Mary Townsend</td>
<td>Building Services</td>
</tr>
<tr>
<td>Technical/Paraprofessional</td>
<td>Gerald T. Frazier</td>
<td>Ag Land &amp; Resource Management</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.

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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.

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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.

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.