HR Newsletter
November 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

As the shift to our new email system continues, HRD also continues to offer weekly courses. Check for a convenient course time in the HRD schedule at http://www.auburn.edu/administration/human_resources/hrd/index.html or contact Pamela Rogers (pkr0001@auburn.edu or 844-7363) with questions.

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Thanksgiving Holiday

Thanksgiving holidays will be observed on Wednesday - Friday, November 23-25. Employees who are not scheduled to work on those dates, 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.

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HRD to Present Workshop on Annual Tax Self-Preparation

On November 4, 2011, from 1 to 4:30, in the Human Resource Development training Facility, Mr. Sam Deal, CPA CFE, Accountant III, Department of Clinical Sciences, will present the workshop Annual Tax Return Preparation (FM610). Mr. Deal will explain the benefits of self-preparation;
provide an overview of the most common tax forms and when they are required to be filed; go over some of the more common tax credits that individuals may be entitled to; briefly review how to amend previous year’s tax returns if an error was made; and explain how to receive a refund if a credit/deduction was missed by a previous tax preparer. Additionally, participants will learn the items needed to prepare individual returns, some recommendations that will make tax return preparation easier, and how to know when to consult a professional. Register for the course in A-Train https://atrains.auburn.edu/; questions can be directed 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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**Balanced Living Newsletter**

American Behavioral is pleased to bring you the November 2011 edition of our monthly Balanced Living newsletter. This issue covers the topics of time management, keeping your brain exercised, how to be thankful this Thanksgiving, and recognizing and responding to uses and abuses of Social Media.

This is a great tool to learn about the vast resources available through the Personal Advantage portion of the American Behavioral website.

If you have any comments or suggestions concerning the newsletter, please let us know by contacting Marie Smith at msmith@americanbehavioral.com.

Please click below to view the newsletter
**American Behavioral Newsletter - November 2011**

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**Annual Leave Carryover**

Auburn University policy limits the amount of annual leave which full-time employees - both exempt (monthly) and nonexempt (biweekly) - may carry forward from one calendar year to the next. Exempt employees, including Administrative Professional and 12-month faculty, may carry over two years' accrual (320 hours). Nonexempt employees (University Staff) with 10 or more years of continuous service may also carry over two years' accrual (320 hours). The maximum carryover hours for nonexempt employees with nine or fewer years of service varies (97.76-160 hours), depending on the employee's length of service. Leave carryover for part-time employees is prorated based on the percentage of full time they are employed. In order to account for leave taken in 2011, nonexempt employees must report all leave they wish to have charged against
2011 prior to Monday, December 12, and exempt employees must report all leave they wish to have charged against 2011 prior to Thursday, December 8. Leave requests received after these cutoff dates will be charged against calendar year 2012. Questions about annual leave balances, accrual, and usage may be directed to Mary Turner or Michael Hill in Human Resources at 844-4145.

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.

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.

**Recipients for August 2011 are:**

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<thead>
<tr>
<th>Category</th>
<th>Name</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office/Admin</td>
<td>Megan Ross</td>
<td>College of Agriculture</td>
</tr>
<tr>
<td>Administrative/Professional</td>
<td>W. David Miller</td>
<td>University Scholarships</td>
</tr>
<tr>
<td>Service Maintenance</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Technical/Paraprofessional</td>
<td>Connie Tisdale</td>
<td>OIT</td>
</tr>
</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](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](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.