



**HR Newsletter**  
**December 2011**  
 Auburn University Human Resources  
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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](http://www.auburn.edu/administration/human_resources/hrd/index.html) or contact Pamela Rogers ([pk0001@auburn.edu](mailto:pk0001@auburn.edu) or 844-7363) with questions.




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### Seasonal Holidays



Christmas holidays will be observed on Monday, Dec. 19 through Friday, December 30.

New Year's 2012 will be observed on Monday, January 2, 2012.

Martin Luther King, Jr. Day will be observed on Monday, Jan. 16, 2012.

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 2011-2012 Holiday schedule is summarized [here](#).

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### HRD Spring Semester 2012 Schedule of Courses

The Human Resource Development (HRD) "Spring Semester 2012 Schedule of Courses" will be posted electronically during the week of December 12-16 on the HRD web site. The paper copy

of the schedule will be distributed via campus mail after the holiday break.

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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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### Weight Watchers at Work

Weight Watchers at Work will resume in January **IF** we have enough participants to commit. We must have a minimum of 15 to have a class.

The At Work Program meetings are held in twelve-week series. Each meeting lasts **approximately 45 minutes and includes a private weigh-in. The cost of the entire twelve-week** series is \$120.00 which is due at the first meeting; split payments can be made with 2 checks for \$60.00, the 2nd check post-dated for one month later than the first. If paying by cash, the entire amount is due at the first meeting.

Meetings will be held during the lunch hour, 11:45-12:45, on Mondays in the HRD building on South Gay Street with the first one being January 9.

If there are enough participants to have two classes we can add one on Thursdays. **Please contact [Healthy Tigers](#) if you plan to participate** and indicate your preference for Mondays at the HRD building or Thursdays at Miller Hall.

Note: You do not have to be a University employee to participate so feel free to invite others to join us.

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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.

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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](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](mailto: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 August 2011 are:

<u>Category</u>	<u>Name</u>	<u>Unit</u>
Office/Admin	Megan Ross	College of Agriculture
Administrative/Professional	W. David Miller	University Scholarships
Service Maintenance	n/a	
Technical/Paraprofessional	Connie Tisdale	OIT

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:

Or send an email to [majordomo@auburn.edu](mailto: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](mailto:majordomo@auburn.edu) with the message "unsubscribe hrnews". Or email [hillmic@auburn.edu](mailto: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)**  
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