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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.

M.L. King Holiday

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 2012 Holiday schedule is summarized here.

HRD Spring 2012 Schedule

The Human Resource Development “Schedule of Courses for Spring Semester 2012” is available on line, and the paper copy will be distributed the week of January 3-6, 2012. Registration is now open with the first classes being offered at the end of this month.
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.

Benefits Connection Newsletter

American Behavioral is pleased to bring you the January, 2012 edition of our corporate newsletter, Benefits Connection.

This one page brief contains news on national and local topics of interest in behavioral health, benefit trends, and up-to-date information regarding staff and services available through American Behavioral.

Please feel free to contact me, Marie Smith msmith@americanbehavioral.com, with any questions or comments you have regarding this news brief or to suggest a topic that you feel would be of interest—we look forward to your feedback!

Updated W-4 Form

The 2011 edition of the W-4 form, Employee's Withholding Allowance Certificate, was recently released by the Internal Revenue Service. Please download the updated version of this form.

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.

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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 August 2011 are:**

<table>
<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>
</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:**  

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.

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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