HR Newsletter
February 2012
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.

2012 Holidays Announced
The Office of the President has announced the Auburn University Holiday Schedule through January 2013. Details are available at the following link.

The 2012 Holiday schedule is also summarized here.

This Week in HRD
Are you anxious to keep up with training-related developments and activities? For a concise weekly update, our new This Week in HRD feature will keep you clued in! Just navigate to the HRD web page and click through to "Upcoming Events."
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 to Offer Two Courses on Four Generations

On February 8 and 9 in the HRD Training Facility, Human Resource Development will offer two courses that address why we have four generations in the workforce and how we can best manage this situation: The first seminar, “Understanding the Impact of Four Generations in the Workplace” (MG540), scheduled for 1 to 3 p.m. on February 8, describes the four generations; details their impact on the workforce in numbers and behavior; and suggests how to prepare for this change. The second seminar “Generations M.E.E.T. for Respect” (MG550), scheduled for 12:45 to 4:45 p.m. on February 9, will offer advice on how to recognize and understand generational issues; identify situations where generational issues frequently occur; determine how these issues affect important workplace relationships; minimize the negative impact of such differences; and increase the opportunities for individual, team, and organizational success. MG540 is a prerequisite for MG550. To register for these courses, go to https://atrains.auburn.edu/login.asp; questions can be directed to Pamela Rogers, pkr0001@auburn.edu or 844-7363.

HRD Offers Time-Management Seminar

On February 14, 2012, from 8 a.m. to 3:30 p.m. in the HRD Training Facility, Human Resource Development will present a time-management seminar entitled FOCUS and facilitated by Hope Stockton, Director of the Office of Professional and Continuing Education, University Outreach. This Franklin-Covey program—the same company that created the well-known leadership series The 7 Habits of Highly Effective People—will explain how participants can execute their critical priorities, increase their value to their organization, and enjoy greater job satisfaction. Hope will also explain how participants can focus on top priorities, reduce stress by recognizing and eliminating low-priority activities, stay focused through a daily planning system, apply a goal-setting process that gets results, and gain control of competing demands on time. Register in A-Train at https://atrains.auburn.edu/login.asp or contact Pamela Rogers (pkr0001@auburn.edu or 844-7363).

Learn More about Stress Management (HL271)

Human Resource Development will present a stress management workshop on February 16, from 12:45 to 4:45 in the HRD Training Facility. Participants will learn how to take control of stress to lead a healthier, more productive life at work and at home; techniques that immediately reduce stress, increase productivity and improve life balance; and strategies for mitigating stress and
coping with conflict, change, and deadline pressures. Presented by Dr. Thomas Maple, Coordinator of Student Services, Harrison School of Pharmacy, this workshop is available through A-Train at https://atrains.auburn.edu/; questions can be directed to Pamela Rogers (pkr0001@auburn.edu or 844-7363).

**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**

http://www.auburn.edu/administration/human_resources/hmews.htm

2/1/2012
Each month AU presents Spirit of Excellence awards to four employees for outstanding service.

**Recipients for September 2011 are:**

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<th>Category</th>
<th>Name</th>
<th>Unit</th>
</tr>
</thead>
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<tr>
<td>Office/Admin</td>
<td>Lula Tyson</td>
<td>ACES Montgomery</td>
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<tr>
<td>Administrative/Professional</td>
<td>James Birdsong</td>
<td>OPCE</td>
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<tr>
<td>Service Maintenance</td>
<td>n/a</td>
<td>n/a</td>
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<tr>
<td>Technical/Paraprofessional</td>
<td>James Green</td>
<td>Facilities</td>
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**Recipients for October 2011 are:**

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<tr>
<td>Office/Admin</td>
<td>Delores Smith</td>
<td>General Construction</td>
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<tr>
<td>Administrative/Professional</td>
<td>Karen Rankin</td>
<td>Office of Professional Services</td>
</tr>
<tr>
<td>Service Maintenance</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Technical/Paraprofessional</td>
<td>Timothy Torbert</td>
<td>Ag Land &amp; Natural Resources</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](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](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:* [Enter your email address] [Send] [Clear]

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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