HR Newsletter  
April 2012  
Auburn University Human Resources  
332 James E. Foy Hall  
Auburn University, AL 36849  
334.844.4145

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HRD Launches TV Site

Human Resource Development has established a web site, AUHRDTV, which will feature short videos on human resources subjects and preview HRD classes for the next two weeks. For those looking to see what courses are available, this is a more active way to do so. For those looking for quick answers to HR-related questions, AUHRDTV can serve as that entertaining source of information. Current videos include how to use A-Train, the online training management system; advice for employees on using the employee tuition waiver to take university courses; and previews of HRD courses for the period March 27 to April 5, 2012. HRD will update the previews every two weeks and provide Auburn Daily announcements when new videos are posted. You are invited to check out this new service at www.youtube.com/user/AUHRDtv and to suggest topics for videos by contacting Pat Deery (deerypd@auburn.edu or 844-4145). Please subscribe to this service when you go to the web site. AUHRDTV can also be found from the HRD web page http://www.auburn.edu/administration/human_resources/hrd/index.html.

Administrative-Professional Day Celebration

Auburn University will celebrate Administrative Professionals Day on Wednesday, April 25, 2012, with a luncheon and guest speaker. The program will begin promptly at 11:30 a.m. 

Bonnie Curtis performed production work on the films Dead Poets Society and Arachnophobia before being hired as Steven Spielberg's assistant in 1990—embarking on what would become a fifteen-year professional relationship with the acclaimed director. She has spent the last decade speaking on various panels and podiums for Women in Film,
Producers Guild of America, American Film Institute, the Academy of Motion Picture Arts and Sciences, and film schools and festivals across the globe.

After the films *Hook* and *Jurassic Park*, Curtis became a Production Associate on *Schindler’s List* and served as Associate Producer on *The Lost World: Jurassic Park*, and *Amistad*. In 1998 she Co-Produced the epic blockbuster *Saving Private Ryan*, for which she received the “Producer of the Year” award from the Producers Guild of America.


Fulfilling a longtime desire to work with a first-time filmmaker, Curtis produced *The Chumscrubber* with Lawrence Bender (*Good Will Hunting, An Inconvenient Truth*) for first-time director Arie Posin in 2005. The film won the “Audience Award for Best Film” at the Moscow Film Festival.

She has recently partnered with her *Chumscrubber* director Posin, putting together a slate of six films, and is in pre-production on her next film, *The Look of Love* starring Diane Keaton and Ed Harris, which Posin wrote and will direct.

Future projects include *Mark Twain Remembers* written by Academy Award winner Ronald Harwood, *Taravella* financed by Jeff Sagansky’s Winchester fund, and *Albert Nobbs*, starring Glenn Close, with director Rodrigo Garcia, which is currently filming in Dublin, Ireland.

In 2002 Ms. Curtis was featured as one of thirty “Great Women of Film” in Helena Lumee’s bestselling book from Watson Guptill Press. In 2004 she was the recipient of the Women in Film Topaz Award from the Dallas chapter. She has co-chaired GLSEN’s (Gay, Lesbian, Straight Education Network) Respect Awards for the past four years and has served as an Honor Society Member for the organization since 2005 and currently serves on the organization’s National Leadership Council.

Plan now to attend: Seating is limited to 360 people and participation at previous events has quickly filled the room; therefore, we recommend that you complete [this form](http://www.auburn.edu/administration/human_resources/hrd/index.html) and return it with your payment early. For those departments requesting checks for payment via Auburn University Foundation, please send a copy of your request to Human Resources, so that you and your group are added to our list in a timely manner. Upon receipt of payment, you will receive a name tag and invitation which will be required for admittance.

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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 (pkr0001@auburn.edu or 844-7363) with questions.

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**Save the Date**

**Retiree Luncheon** will be on May 10, 2012 at the Hotel and Conference Center, at 11:30 a.m.- buffet. This is in honor of all Regular employees retiring from October 1, 2011 through September 30, 2012.

**Employee Recognition** is scheduled for May 14, 2012 at the Student Center Ball Room 2:00 – 4:00 p.m.

**Family Fun Day** will be held on June 6, at Ag Heritage Park.

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**Statement of Economic Interests**

*Alabama state law stipulates that all AU employees with a base salary of $50,000+ (per year) are required to complete a Statement of Economic Interests.*
Please access and file the form from the Alabama Ethics Commission web site at ethics.alabama.gov/forms-ecint2.aspx. You must have Acrobat Reader on your computer. If you do not, you will be prompted for a free download.

It is very important that you include your full name, address, position, and the entity you are employed/associated with on the form.

Your form should be submitted no later than April 30, 2012.

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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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Bridges Summer Program – Employers’ Child Care Alliance

BRIDGES is a full-time program of care and supervision for children ages 10-14 sponsored by the Employers’ Child Care Alliance. The BRIDGES program is located at Drake Middle School, 655 Spencer Avenue, Auburn, Alabama. Based on an innovative curriculum, participants are involved in a variety of healthy, fun, educational and interactive program elements (or clubs). With a commitment to quality and adequate supervision, staff/student ratios is no more than 1 to 12. For more information go to: http://www.crcr-alabama.org/BRIDGES_Program.html click on Summer Bridge Program 2012 and the registration form for more details.

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HRD Offers Media Relations Course

Auburn faculty and administrators are often called upon by reporters to provide insight, analysis, background, or informed reaction to issues that are receiving media coverage. Those who have found themselves in this situation or think that they might should plan to attend the Human Resource Development workshop “Media Relations for Academic Professionals” on April 11, 2012, from 9 a.m. to 12 p.m., in the HRD Training Facility. Conducted by the staff of the Office of Communication and Marketing, this seminar will better prepare academic professionals for encounters with news media, explain what to do when a reporter calls, provide tips for a successful interview, and explain terms such as “off the record” and more. Register in A-Train at https://atrains.auburn.edu/login.asp or contact Pamela Rogers (844-7363 or pkr0001@auburn.edu).

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HRD and ATAC Present a Problem-Solving Workshop

On April 17, 2012, from 8 a.m. to 4:45 p.m., in the HRD Training Facility, Human Resource Development (HRD) will present PS101, Problem Solving: Facilitated by the staff of the Auburn Technical Assistance Center (ATAC), this program will teach participants the problem solving methods and skills that help to clearly define problems,
discover root causes, and provide solutions to a current problem/issue from within their own work environment. The first portion of the courses offers training and practice with a problem-solving system. Participants will be exposed to and gain and refine experience with various tools and techniques; learn and apply these tools in a live simulation during the second portion of the course; and work on an actual problem they currently have in their work environment. The instructor will facilitate participants as they walk their specific or group issue through the entire problem-solving system. To register for the workshop, go to A-Train at https://atrains.auburn.edu/login.asp or contact 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

Each month AU presents Spirit of Excellence awards to four employees for outstanding service.

Recipients for January 2012 are:

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<th>Category</th>
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<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office/Admin</td>
<td>Tanya Stringer</td>
<td>Nutrition, Dietetics and Hospitality Management</td>
</tr>
<tr>
<td>Administrative/Professional</td>
<td>Kathryn Harmon</td>
<td>Bookstore</td>
</tr>
<tr>
<td>Service Maintenance</td>
<td>Michelle Ricks</td>
<td>Housing Property Management</td>
</tr>
<tr>
<td>Technical/Paraprofessional</td>
<td>Aaron Colley</td>
<td>OIT</td>
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Recipients for February 2012 are:

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<tr>
<td>Office/Admin</td>
<td>Tracie Burton</td>
<td>Consumer Affairs</td>
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<tr>
<td>Administrative/Professional</td>
<td>Suzanne Irby</td>
<td>Construction Management</td>
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<tr>
<td>Service Maintenance</td>
<td>Jeffrey Gunter</td>
<td>Student Affairs</td>
</tr>
<tr>
<td>Technical/Paraprofessional</td>
<td>Jeremy Davis</td>
<td>Fisheries</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.

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.

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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