HRD Summer 2012 Schedule

Human Resource Development’s Schedule for Summer Term 2012 is available online at the HRD home page http://www.auburn.edu/administration/human_resources/hrd/index.html. The paper copy will be distributed via campus mail during the week of May 7-11.

Retiree Luncheon

This year's 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.

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/hmnews.htm.
Employee Recognition

**Employee Recognition** Program 2012 will be held on Monday, May 14, 2012 at the Student Center Ball Room. The university will recognize those employees with 5, 10, 20, 25, 30 and 40 years of service at Auburn University. The ceremony and reception will be held from 2:00 to 4:00 pm.

Memorial Day

Memorial Day will be observed on Monday, May 28, 2012.

Employees who are not scheduled to work on this date, 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](http://www.auburn.edu/administration/human_resources/hrd/index.html).

Family Fun Day

Auburn University will hold its annual Family Fun Day for university employees and their families on Wednesday, June 13, at the Ag Heritage Park from 3 pm to 5:30 pm. Free food, beverages and other treats will be available throughout the afternoon. Adults and children alike can win prizes, play games, listen to music and participate in more than 20 activities, including Ring Toss, Horse Shoes, Wheel of Fortune, Peg Ball, Basketball Shoot, Roll Ball, Dice Throw, Bean Bags, Duck Pond, Fishing Booth, Cup Throw, Animal Balloons, Find Toys in the Sand, and the Moon Walk.

All AU employees should receive a card though campus mail which includes information about the event, and a mailing label required to enter the drawing for door prizes. All AU offices must ensure that these cards are distributed to the employees, and must remind employees to bring them to the event. **Each employee must present their own personalized card to the t-shirt table to receive a Family Fun Day t-shirt.**

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:


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**Benefits Connection**

American Behavioral recently announced publication of the May 2012 edition of their 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.

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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
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.

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<thead>
<tr>
<th>Category</th>
<th>Name</th>
<th>Unit</th>
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</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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</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.

Recipients for February 2012 are:

<table>
<thead>
<tr>
<th>Category</th>
<th>Name</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office/Admin</td>
<td>Tracie Burton</td>
<td>Consumer Affairs</td>
</tr>
<tr>
<td>Administrative/Professional</td>
<td>Suzanne Irby</td>
<td>Construction Management</td>
</tr>
<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>
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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.

**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:**

Enter your email address and click on the **Send** button to subscribe to the HR Newsletter.

Or send an email to majordomo@auburn.edu. The text of the message should read "subscribe hnews" (without quotes).

To cancel your subscription to the newsletter, send a similar email to majordomo@auburn.edu with the message "unsubscribe hnews". Or email hillmic@auburn.edu.