Family Fun Day

Auburn University will hold its 16th annual Family Fun Day for university employees and their families on Wednesday, June 13, at the Ham Wilson Livestock Arena on Donahue Drive from 2 p.m. to 5 p.m. 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 through campus mail which includes information about the event, and a mailing label required to enter the drawing for door prizes. All AU offices are urged to ensure these cards are distributed to employees and to remind them to bring their cards to the event. Employees must present their own personalized card to the gift table to receive a Family Fun Day t-shirt.

Reminder of Nepotism Policy

As summer approaches, we would like to take this opportunity to remind all of our supervisors that the University nepotism policy not only applies to our regular employees, it applies to our student and TES employees as well.
Recently, as a result of policy reviews in connection with preparing for our upcoming SACS accreditation, the nepotism policy was revised to bring it in line with comparable policies at the State level. Therefore, in addition to spouses, children, grandchildren, etc. and associated steps and halves, other family relationships which we must take into consideration going forth include aunts, uncles, and first cousins.

The revised policy prohibits employment of these family members where a direct supervisory relationship is in place, or where a family member is in a position of authority to make decisions regarding work responsibilities, salary, schedule, performance evaluations, and other terms and conditions of employment as outlined in the policy.

The official policy can currently be found at:  
https://sites.auburn.edu/admin/universitypolicies/Policies/AuburnUniversityNepotismPolicy.pdf

This policy will be incorporated into the Human Resources Personnel Policies and Procedures Manual along with other revisions currently under review.

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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.

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**HRD Reminder**

Don’t forget that registration for this summer’s HRD courses is open. The summer schedule is available at http://www.auburn.edu/administration/human_resources/hrd/index.html and all courses can be registered for in A-Train at https://atrains.auburn.edu/.

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**Preview of June’s HRD Personal Growth courses**

Coming up in June, HRD will present two courses in the Managing Finances series: “Budget Bailout” (8 to 10 a.m., June 7) and “Savings and Investment Basics” (10 a.m. to 12 p.m., June 7), and a related course “Decreasing the Cost of Medications” (2:30 to 4:30 p.m., June 12). If these courses do not help to relieve the stress of financial concerns, HRD will also be offering in June “Stress Management” (12:45 to 4:45 p.m., June 7). And finally, the course “The Successful Interview and Effective Resume” (2:30 to 4:30 p.m., June 21) will provide advice on how to successfully apply for other positions within the University community.

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**Requirements of Alabama Child Labor Law**

During the summer months, a number of our local youth start looking for jobs with the University. The state of Alabama requires employers to purchase Certificates to allow us to hire minors ages 14 – 17. These Certificates are purchased under the auspices of Temporary Employment Services; therefore, employees in these age groups can only be hired thru TES.
For any department wishing to place a minor under the age of 16, an additional form is required to be completed by the student’s school. This is the Alabama Child Labor Eligibility Form, and it can be found on our Forms web site at:

http://www.auburn.edu/administration/human_resources/forms/index.html

Minors under the age of 18 are restricted as to the type of work they can perform; minors under 16 have even stricter restrictions. You may access the State’s brochure covering the Alabama Child Labor Law at the following link:


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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.ccrc-alabama.org/BRIDGES_Program.html click on Summer Bridge Program 2012 and the registration form for more details.

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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

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 January 2012 are:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Name</th>
<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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<th>Name</th>
<th>Unit</th>
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</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>
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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](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. 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.

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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)

Human Resources | 332 James E. Foy Hall | Auburn University, AL 36849-5126 USA | 334.844.4145

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Auburn University homepage | HR homepage

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