Diabetes' Basics Seminar Available in September
HRD Continues Offering Outlook Training
HRD to Present Safe Zone Seminar
Labor Day Holiday
Moving? Want to Continue Your Career in Higher Education?
Nominations Sought for Spirit of Excellence
Posters to be Displayed in all Campus Buildings
Principles of Retirement Planning Workshop Offered by HRD
Registration for HRD Courses
Reminder of Nepotism Policy
Requirements of Alabama Child Labor Law
Shift Differential Policy
Spirit of Excellence Winners
Tips for Hiring New Student Employees
Your Newsletter Subscription

Shift Differential Policy

Auburn University has a shift differential policy that pays a shift differential to University Staff (non-exempt) employees who meet the criteria of the policy. The policy reads as follows:

A shift differential of 10% of the employee’s base rate will be paid to any full-time, part-time, or temporary non-exempt employee who is assigned to work evening or night shift on a regularly scheduled basis. A shift differential will be paid for all hours of a regularly assigned evening or night shift provided the employee actually works four hours or more between the hours of 3:00 p.m. and 7:00 a.m.

Shift differential payment is included as part of compensation for calculating the regular rate of pay for determining overtime pay and is included in all types of paid leave, such as holidays, sick leave, and annual leave, provided the employee would have been scheduled to work four hours or more between 3:00 p.m. and before 7:00 a.m. on the day leave is taken or the holiday occurs.

There are several significant statements in the policy that help to explain exactly who does and who does not qualify for shift differential.

First a person must be “assigned to work evening or night shift on a regularly scheduled basis. A person who is asked to work on an evening shift for one evening would not qualify.

Second a person who is regularly assigned to work on an evening or night shift must actually work four hours or more between the hours of 3:00 p.m. and 7:00 a.m. An employee who does not actually work four or more hours between the hours of 3:00 p.m. and 7:00 a.m. does not qualify. Therefore a person who is regularly assigned to work an evening shift but actually works on day shift from 7:45 a.m. to 4:45 p.m. does not qualify for shift differential pay for that day.
Another feature of the policy provides for payment of shift different in all types of paid leave such as holidays, sick leave, and annual leave, provided the employee would have been scheduled to work four or more hours between 3:00 p.m. and before 7:00 a.m. on the day leave is taken or the holiday occurs. For example, some employees are regularly scheduled to work on second shift a few days each week. If the holiday or sick day falls on a day the person would have been scheduled to work four or more hours between 3:00 p.m. and 7:00 a.m., the employee would be eligible to receive shift differential for that day.

---

**Tips for Hiring New Student Employees**

The fall semester is a busy time for hiring new student employees. The Auburn University Career Center wants to make sure that the hiring process is a smooth one for both hiring departments and students. To minimize the chance of mistakes on paperwork, which extends the hiring process, the Career Center encourages you to review this list of tips for completing student employment paperwork. For a comprehensive overview of student employment policies and procedures, visit the student employment website.

- List of tips: [http://www.auburn.edu/academic/provost/undergrad_studies/career/employers/studentemployment/se_paperworktips.pdf](http://www.auburn.edu/academic/provost/undergrad_studies/career/employers/studentemployment/se_paperworktips.pdf)
- Website: [http://www.auburn.edu/academic/provost/undergrad_studies/career/employers/studentemployment/oncampus.html](http://www.auburn.edu/academic/provost/undergrad_studies/career/employers/studentemployment/oncampus.html)

---

**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](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.

---

**Labor Day Holiday**

Labor Day will be observed on Monday, September 3, 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/hrnews.htm).

---

**HRD Continues Offering Outlook Sessions**

On Tuesday, July 10, from 8:00 – 12:00 and again from 12:45-4:45, Human Resource Development will offer two sessions of the Introduction to Outlook 2010 workshop. This course covers the basic skills necessary for using Outlook including sending messages, setting rules, calendars, manipulating texts and files, organizing mail, customizing Outlook, and scheduling. To register for these courses, go to [https://atrains.auburn.edu/login.asp](https://atrains.auburn.edu/login.asp); questions can be directed to Pamela Rogers, pkr0001@auburn.edu or 844-7363.
AU is an Affirmative Action/Equal Opportunity Employer