Costs for Recruitment Significantly Reduced
Due to increases in the number of positions posted over the past year, Employment Services ended up with a surplus in our advertising budget. Therefore, we are factoring this overage into our rate calculations for FY 2012-2013. As a result, the recruitment advertising fees your departments will be charged for positions posted on www.auemployment.com will be about $100 less per post than they were last year. Detailed information about our posting venues and rates will be distributed to all HR Liaisons.

Updates from Temporary Employment Services
The new TES rate for FY 2012-2013 will be 18.22%. This rate will go into effect with the payroll period beginning September 23, 2012. Included in this rate is the 11.6% fringe that is charged for all part-time employees. Therefore, the actual fee for all of the services provided by TES (sourcing, advertising, background checks, payroll processing) remains very low at only 6.62%. Your TES staff remains dedicated to providing you continued excellent service.

Generally, in years in which salary adjustments are provided to employees in budgeted positions, we also like to
provide similar percentage increases to our employees working through TES. Therefore, we are requesting that you review the hourly pay rates being paid to TES employees currently assigned to your units. If you would like for these employees to receive a rate increase effective with the payroll period beginning September 23, please notify our Manager, Temporary Employment Mary Prather no later than October 3.

**Learn More about Stress Management (HL271)**

Human Resource Development will present a stress management workshop on October 17, 2012, from 8 to 12 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/](https://atrains.auburn.edu/); questions can be directed to Pamela Rogers (pkr0001@auburn.edu or 844-7363).

**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.

**Workshop Offers Advice on Personal Financial Budgeting**

On October 17, 2012, from 2:30-4:30, Amanda Harrelson, Finance Instructor with the College of Business, will facilitate the “Budget Bailout: Expert Advice for Hard Times” workshop. This program shows participants how to develop and follow a spending plan for their family. To register, log in to A-Train ([https://atrains.auburn.edu/](https://atrains.auburn.edu/)) or contact Pamela Rogers (4-7363 or pkr0001@auburn.edu) with questions.

**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](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:
Cyber Security Awareness Month

October, 2012 is national Cyber Security Awareness month. For some interesting and educational background material, click to keepITsafe.auburn.edu. And keep safe in cyberspace!

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.

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### Spirit of Excellence Winners

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

Recipients for June 2012 are:

<table>
<thead>
<tr>
<th>Category</th>
<th>Name</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office/Admin</td>
<td>Cardarian</td>
<td>Utilities and Energy Management</td>
</tr>
<tr>
<td>Administrative/Professional</td>
<td>Williams</td>
<td>Development Accounting</td>
</tr>
<tr>
<td>Service Maintenance</td>
<td>Donna Mitcham</td>
<td>General Construction</td>
</tr>
<tr>
<td>Service Maintenance</td>
<td>Travis Tally</td>
<td></td>
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</tbody>
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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.

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### Moving? Want to Continue your Career In Higher Education?

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.

To subscribe to the HR Newsletter, 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.

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**AU is an Affirmative Action/Equal Opportunity Employer**