HR Newsletter
November 2012

Auburn University Human Resources
332 James E. Foy Hall
Auburn University, AL 36849
334.844.4145

- Alabama Child Labor Law Poster Revised
- Annual Leave Carryover and Charging Due in December
- Election Day
- HRD Continues Offering Outlook Training
- HRD Seminar on Savings and Investment Basics
- Leadership Seminar on Becoming More Positive
- Moving? Want to Continue Your Career in Higher Education?
- Nominations Sought for Spirit of Excellence
- Requirements of Alabama Child Labor Law
- Spirit of Excellence Winners
- Thanksgiving Holiday
- Two "Caring" Workshops Offered on November 8
- Your Newsletter Subscription

Election Day

The general election is scheduled for Tuesday, November 6th. Auburn University encourages all employees to exercise their right to vote.

Employees are normally able to vote before or after work, given the extended poll hours (7:00 am - 7:00 pm). Supervisors should strive to accommodate anyone having an unusual situation relative to voting, to ensure that they're able to cast their ballot.

Voters need to carry one of a wide variety of approved identification, including a driver's license; a photo ID issued by a college or employer; a current bank statement, utility bill, government check or paycheck with the voter's name and address; a valid ID issued by the state or federal government; a current hunting or fishing license; a certified copy of a birth certificate; or a valid Social Security, Medicare, Medicaid or Electronic Benefits Transfer card.

More information about Alabama voting laws can be found at AlabamaVotes.gov.

Thanksgiving Holiday

Thanksgiving holidays will be observed on Wednesday - Friday, November 21-23. Employees who are not scheduled to work on those dates, 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.

Annual Leave Carryover and Charging Due in December
Monthly employees must report all leave they wish to have charged against their 2012 balance by Tuesday, Dec. 11. Biweekly employees must report all leave they wish to have charged against their 2012 balance prior to Monday, Dec. 17. All leave requests received after these dates will be charged against calendar year 2013. Biweekly employees should note that since the last biweekly pay period for 2012 ends Dec. 15, biweekly employees planning to take leave Monday, Dec. 17, through Wednesday, Dec. 19, will have these leave dates charged against the 2013 leave balance and not the 2012 balance. Questions can be directed to Mike Hill or Mary Turner at (334) 844-4145.

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; questions can be directed to Pamela Rogers, pkr0001@auburn.edu or 844-7363.

Alabama Child Labor Law Poster Revised

Effective October 2012, the State of Alabama revised the Alabama Child Labor Law Poster. The revised poster can be found on the HR Forms web site:

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

Please remove the previous version of this poster and replace it with this poster. Also, the following posters are required to be posted in all buildings. Here is a list of the posters that should be on display:

Alabama Child Labor Law Certifications
Alabama Child Labor Law Poster
Equal Employment Opportunity Poster
E-Verify (English & Spanish – must post both versions)
FMLA Poster
Minimum Wage Poster
Notice to Report Injuries
Right-to-Work Poster (English & Spanish – must post both versions)
Veteran’s Rights Poster

All of these posters can be found on the HR Forms site. If you have any questions, please contact Director of Employment Services Angela Erlandson.

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: http://www.alalabor.alabama.gov/PDFs/CHILDLABOR/ChildLaborBrochure.pdf
AU is an Affirmative Action/Equal Opportunity Employer