HR Newsletter
December 2012

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

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HRD Schedule of Courses

The Human Resource Development Schedule of Courses will be posted online the week of December 10-14, 2012, and in campus mail the week of January 7-11, 2013.

Seasonal Holidays

Christmas holidays will be observed on Thursday, December 20 through Friday, December 28.

New Years 2013 will be observed on Monday, December 31, 2012, through Wednesday, January 2, 2013.

Martin Luther King, Jr. Day will be observed on Monday, January 21, 2013.

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 2012-2013 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.
On Tuesday, July 10, from 8:00 â€“ 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 â€“ must post both versions)
FMLA Poster
Minimum Wage Poster
Notice to Report Injuries
Right-to-Work Poster (English & Spanish â€“ must post both versions)
Veteranâ€™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:


Benefits Connection

American Behavioral recently announced publication of the December 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.

Tiger Recruiting Link Available to Help Fill Student Employment Positions
Vacant student employment opportunities can be posted on Tiger Recruiting Link. The Auburn University Career Center directs students to the website to locate part-time jobs. For more information on posting vacant positions, the student employment hiring process and paperwork requirements, go to the website. For more information, contact Haven Hart at hhart@auburn.edu or (334) 844-3867.

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.

Spirit of Excellence Winners

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

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<th>Category</th>
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<td>Office/Admin</td>
<td>Valerie Klein</td>
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<td>Administrative/Professional</td>
<td>Dawn Browning</td>
<td>Special Education, Rehabilitation and Counseling</td>
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<td>Technical</td>
<td>Jeff Walker</td>
<td>Engineering Network</td>
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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.

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.

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.

AU is an Affirmative Action/Equal Opportunity Employer

Last Updated: August 31, 2012

- Directions to AU
- Employee Corner
- AU on the Map