HR Newsletter
April 2013

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

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National Student Employment Week - Celebrate Excellence!

National Student Employment Week will be held April 7-12, 2013. This year, the Auburn University Career Center is sponsoring an office decorating contest to encourage departments to recognize their student employees in fun and creative ways. Judging will take place on Wednesday, April 10 and the winning office will receive a pizza party for up to 25 people. To participate in the judging, contact Haven Hart: hhart@auburn.edu, 334-844-3867 by April 3, 2013.

For additional ideas on celebrating your student employees, go to: http://www.auburn.edu/academic/provost/undergrad_studies/career/seoty/index.html

Statement of Economic Interests

Alabama state law stipulates that all AU employees making $75,000+ (per year) and certain Supervisors making under $75,000 are required to complete a Statement of Economic Interests annually.

Employees in this group must access and file the form from the Alabama Ethics Commission web site at http://ethics.alabama.gov/forms-ecint2.aspx Acrobat Reader is required.

It is very important that employees include their full name, address, position, and the entity they are employed/associated with on the form. SEI forms should be submitted no later than April 30, 2013.

Administrative-Professional Day Celebration

Auburn University will celebrate Administrative Professionals Day on Thursday, April 25, 2013, with a luncheon and guest speaker. The program will begin promptly at 11:30 a.m.

Auburn, Alabama native, Patrick Henry
decided to turn his passion into a profession and moved to Nashville, Tennessee. While living in Nashville, Patrick
decided to turn his passion into a profession and moved to Nashville, Tennessee. While living in Nashville, Patrick Henry was a regular performer at the Bluebird Café. The Bluebird is famous songwriters “joint” that has been known to host some of the best songwriters in the world. Patrick wrote good songs while in Nashville, but will quickly tell you “if you want to get rich, you have to write pretty GREAT songs”. The songs that Patrick became known for around Music City were his funny songs. Patrick discovered that people not only responded better to his funny songs, but to the stories he told about them as well. He has created a delightful and unique blend of music and humor that has him performing across America and Canada. Patrick has combined his funny songs, stories and message into a program that is taking the meetings industry by storm.

He can be heard daily alongside Jeff Foxworthy and Larry the Cable Guy on the SiriusXM radio Family Comedy Channel and Blue Collar Radio, and in March he recorded a one hour live comedy show for Blue Collar Radio from the SiriusXM studio theater in Nashville, Tennessee. Patrick’s first book “The Pancake Principle: seventeen STICKY ways to make your customers flip for you” was released in February and has been receiving rave reviews (from his mother’s bible study). Patrick will not only entertain you, but show how to “Keep Your Team in Tune”.

When not performing and speaking, Patrick enjoys spending time with his wife Lesley and their three children, Jack, Robert, and Meredith, in Burlington, North Carolina. He hates jogging but does it anyway and is a blue belt in Brazilian Jiu Jitsu. Patrick competed in his first triathlon in 2008 and although called it “the most miserable experience of my life”, he is hooked and now competes around the country. Do you know what you call someone who comes in last place in a triathlon? ..........A TRIATHLETE. “We are all competitors” Patrick says, “on the mat, on the field, in the classroom or in our jobs. The one who wins is usually the one who best plans to do so.”

Click here for a preview of Patrick Henry: http://www.youtube.com/watch?v=9KYhXq6RdNU

Plan now to attend: Seating is limited to 360 people and participation at previous events has quickly filled the room; therefore, we recommend that you complete this form and return it with your payment early. For those departments requesting checks for payment via Auburn University Foundation, please send a copy of your request to Human Resources, so that you and your group are added to our list in a timely manner.

Employee Recognition

Employee Recognition is scheduled for May 8, 2013 in the Hotel and Conference Center. It will begin at 2:00 p.m.

Changes in Parking for Employment Center/Training Facility

Visitors to Temporary Employment Services and participants in Human Resource Development training programs at the Gay Street location may no longer park vehicles in the Auburn Bank parking area behind the Employment Center building and adjacent to Auburn Bank. Alternative parking sites are being sought, and this information will be passed on as soon as it is available.

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.alabusiness.state.alabama.gov/PDFs/CHILDLABOR/ChildLaborBrochure.pdf

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.

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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 2013 are:**

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<thead>
<tr>
<th>Category</th>
<th>Name</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office/Admin</td>
<td>Teri Jackson</td>
<td>Ag Land &amp; Resources Management</td>
</tr>
<tr>
<td>Service/Maintenance</td>
<td>Mike Patterson</td>
<td>Facilities</td>
</tr>
<tr>
<td>Administrative/Professional</td>
<td>Charles &quot;Chad&quot; Vail</td>
<td>OIT</td>
</tr>
<tr>
<td>Technical</td>
<td>Rosie Grady</td>
<td>Library</td>
</tr>
</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.

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

*Last Updated: April 1, 2013*