HR Newsletter
May 2013

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

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New Federal I-9 Employment Eligibility Verification Form

Effective May 1, the University will begin using the new two-page I-9 form that has been issued by the federal government. Until that date, all departments are to continue using the one-page I-9 Form found on the Human Resources Forms site:

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

This includes new employees with an April 29 hire date and any I-9 completed before May 1.

The new I-9 Form and instructions, along with a revised checklist to assist you in completion of the new form, will be available on our Forms web site on May 1. Along with the actual form will be a revised listing of acceptable documents. The USCIS Handbook for Employers issued by the federal government can be found at http://www.uscis.gov/files/form/m-274.pdf If you have any questions about the new form, please contact Angela Erlandson (erlarah@auburn.edu) or Cathy Clark (clarkcv@auburn.edu) at 844-4145.

Employee Recognition Scheduled for May 8

Employee Recognition is scheduled for May 8, 2013 in the Hotel and Conference Center. It will begin at 2:00 p.m. The university will recognize those employees with 5, 10, 20, 25, 30 and 40 years of service at Auburn University.

Family Fun Day to be Held May 15

Auburn University will hold its 17th annual Family Fun Day for university employees and their families from 1:30-5 p.m. Wednesday, May 15, at the Ham Wilson Livestock Arena on Donahue Drive. Free food, beverages and other treats will be available throughout the afternoon at the Alabama Farmer's
Pavilion next to the arena. Employees will not be receiving reminder cards as they have in previous years.

This will be the third year in the event's history that it will be at the Ag Heritage Park location, which features two indoor locations and ample parking.

Adults and children can win prizes, play games and listen to music. Activities for children include: Bead Works, Dragon Slide 'N Hide, Face Painting, Spin Art and the Tiger Belly Bouncer. Older children and adults can enjoy a Rock Mountain Climbing Wall, Water Slide and the Wet and Wild Maze Craze. (Event planners advise that participants should wear appropriate clothing as they can get soaked.) Other activities include Double Shot Basketball, Golf Chipping, Team Ski Relay and Obstacle Course.

**HRD Summer Term Schedule**

The Human Resource Development “Summer Term Schedule of Courses” will be posted online, at the HRD web site [http://www.auburn.edu/administration/human_resources/hrd/](http://www.auburn.edu/administration/human_resources/hrd/), the week of April 29–May 3 and will be distributed via campus mail the following week, May 6-10.

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**Memorial Day**

Memorial Day will be observed on Monday, May 27, 2013.

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 2013 holiday schedule is summarized [here](#).

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**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, but 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.

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**Update on Parking at Gay Street**

As we indicated last month, Auburn Bank is no longer allowing us to park in the parking spaces behind the Gay Street facility. Adding to this difficulty, the City’s open lot across the street is scheduled to close on May 6 so that they can repave and install metered parking; watch for signs indicating the closing of this lot. Parking is still available at the Auburn United Methodist Church, and employees with parking hang tags can park in the Wright Street lot. Some parking is available on Burton Street, the one-way (south) street that is east of and parallel to Gay Street between Glenn Avenue and Magnolia. For up-to-date information on the parking situation, HRD recommends that you check the HRD Facebook page at [https://www.facebook.com/pages/Auburn-University-Human-Resource-Development/81398887327?fref=ts](https://www.facebook.com/pages/Auburn-University-Human-Resource-Development/81398887327?fref=ts); we will post information there concerning parking as we learn more.

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**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:


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**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.

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