HR Newsletter
June 2013

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

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2013 Part-Time Job Fair

Need to hire Auburn students for part-time positions? Join us for the Career Center’s annual Part-Time Job Fair, Tuesday, August 27, 2013 from 10 AM – 1 PM in the Student Center 3rd Floor Ballroom. There is no charge to participate. Last year, more than 400 students attended the fair so we hope you’ll take advantage of this opportunity to meet potential student employees. This is a great way to maximize your valuable time!

To register your department, go to www.hire.auburn.edu Click on the “Part-Time Job Fair” under the list of Upcoming Events and follow directions for registering. Note - if you aren’t able to attend the fair, you may collect resumes by selecting the “Resume Box Collection” option on the online registration form.

For additional questions, please call Haven Hart in the Auburn University Career Center at 334-844-3867.

Changes to Temporary Employment Services

Employees hired through TES have always had limitations on their work schedules to ensure that the University remains in compliance with its own policies regarding benefits eligibility as well as those of the Teachers' Retirement System. For instance, currently any TES employee working 20 hours or more per week is required to take a one-month break-in-service after eleven months.

Under the Patient Protection and Affordable Care Act (PPACA), beginning May 15, 2013 any worker (regardless of an employer's classification of that worker) who works an average of at least 30 hours per week in any given month must be provided the same health care coverage as employees working 40 hours per week on a regular basis. In other words, "full-time" is now defined as 30 hours per week rather than the traditional 40 hours a week for the purpose of health care benefits under the law. The law also allows employees who work 130 hours per month or more to be defined as "full time."

Therefore, effective July 1, we will offer two options for departments to schedule their TES employees. The first option would be for TES employees to work no more than 20 hours per work week to avoid any possibility of going over the 30 hour per week threshold. The second option would be to allow TES employees to continue to work up to 40 hours per week, but allow no TES employee to work for more than three weeks continuously (total hours worked per month averaging no more than 120 hours). In other words, a TES employee could be allowed to work three weeks on, one off, for their eleven-month time period. They would still, however, have to take the one calendar month off as before.
If you have any additional questions, please feel free to contact Assistant Vice President of Human Resources Lynne Hammond, or Director of Employment Services Angela Erlundson at (334)844-4145; or Manager of Temporary Employment Services Mary Prather at (334)844-7363. For questions regarding PPACA contact Executive Director of Payroll & Employee Benefits Karla McCormick or Manager of Employee Benefits Gary Ward at (334)844-4183.

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**New Location for New Employees Orientation**

Due to the parking situation at the AU Employment Center, we have moved New Employees Orientation to the **Johnson Sterling Training Room in Suite 103, AU Research Park Building 1, 570 Devall Drive**; go to [http://auburn.edu/map/?id=226 for a map]; the campus bus route is the East University Route which picks up at the Mall Street Station: [http://www.auburn.edu/administration/parking_transit/transit/chocolate.php](http://www.auburn.edu/administration/parking_transit/transit/chocolate.php). Orientations will take place in this location until further notice. The day, Thursdays, and start time, 8 a.m., remain the same.

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**Upcoming Courses**

**Sharpening Reasonable Suspicion Skills (HL420)**  
*June 27; 10:00 AM – 12:00 PM*

This workshop provides University supervisors the opportunity to sharpen their ability to recognize employees who may be using drugs or alcohol in the workplace in contradiction of the University’s Drug and Alcohol Testing Program policy. Using a variety of classroom techniques, a facilitator from the University’s partner in the testing arena, Employer’s Drug Program Management, will assist supervisors with learning how to better identify what constitutes “reasonable suspicion” that an employee is using drugs and alcohol in the workplace.

**StrengthsQuest (LD650)**  
*June 18; 1:30 PM – 4:30 PM*

This seminar allows participants to learn their strengths and their application in the workplace. Prior to the session, each participant will complete an online StrengthsQuest™ assessment. StrengthsQuest gives participants the opportunity to develop strengths by building on their greatest talents—the way in which they most naturally think, feel, and behave as unique individuals. With StrengthsQuest, participants can discover their greatest natural talents and maximize their potential for strengths by building on their talents rather than focusing on their weaknesses. Presented by Ms. Nancy Bernard, Director, Auburn University Career Center. *Course Fee - $35.00*

**SafeZone (ER500)**  
*June 12; 8:00 AM – 12:00 PM*

Every member of the Auburn Family deserves the opportunity to be successful academically and socially, and this seminar will explain how participants can become informed about and willing to provide a safe environment for all Auburn students but particularly the gay, lesbian, bisexual, and transgender community. This interactive program will focus on the issues facing this community and how participants can assist in providing a Safe Zone for them. Presented by Dr. Brandy Smith, Staff Psychologist, Student Counseling Services.

**Understanding the Impact of Four Generations (MG540)**  
*June 20; 2:30 PM – 4:30 PM*

Traditionalists, Baby Boomers, Generation X, and Generations Y—for the first time, the American workforce is composed of four generations. This situation, when complicated by the large numbers of the Baby Boomer generation nearing retirement age, has created a new set of workplace dynamics affecting the numbers available to join the workforce, the skills necessary for organizations to be competitive in a knowledge-based economy, and, potentially, the smooth operation of the workplace environment. To begin to understand how to effectively use the strengths, skills, and perspectives of a multi-generational workforce, participants will learn in this introductory seminar who the four generations are and the people, places, events, and things that have shaped them; what the impact of four generations is on the labor force; how we can plan for that impact; and, most importantly, how we can employ the multi-generational workforce productively. This course is a prerequisite for Generations: M.E.E.T. for Respect in the Workplace (MG550). Presented by Patrick Deery, Director of Human Resource Development.

**Generations: M.E.E.T for Respect in the Workplace (MG550)**  
*June 27; 1:30 PM – 4:30 PM*

Using realistic workplace situations, this program shows participants how to recognize, respond to, and resolve differences involving generational issues that can impact productivity, teamwork, and customer/stakeholder satisfaction. Participants will learn how to recognize and understand generational issues in the workplace, identify those situations where generational issues frequently occur, determine how these issues are affecting important relationships, minimize the negative impact of such differences, and increase the opportunities for individual, team, and organizational success. Understanding the Impact of Four Generations in the Workplace (MG540) is a prerequisite for this course. Facilitated by Patrick Deery, Director of Human Resource Development. CEU .4
Introduction to PowerPoint 2010 (PC940)
June 26 and 27; 9:00 AM – 4:00 PM in 213 Foy Hall

This course provides an introduction to PowerPoint and the techniques for enhancing a presentation. It includes exercises on exploring PowerPoint, using basic presentation skills, and formatting presentation text, bullets, and numbers. Students will learn how to use the outline tab, edit and proof text, use graphic images and drawing objects, and use Slide Sorter and Slide Show views. **Course fee - $90.00.**

Diabetes 101 (HL267)
June 17; 2:30 PM – 4:30 PM

Nearly 18 million people in the United States have diabetes, an often devastating disease necessitating multiple lifestyle changes and requiring multiple medications. Participants in this seminar will learn about the underlying causes of diabetes, ways to prevent it, and methods for controlling it. Presented by Dr. Pamela Stamm, Associate Professor, Department of Pharmacy Practice.

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, it 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
This policy will be incorporated into the Human Resources Personnel Policies and Procedures Manual along with other revisions currently under review.

Parking Update at the AU Employment Center

We are still not be able to use the parking lot directly behind the AU Employment Center. Only cars with a hangtag issued from Auburn Bank will be allowed to park there. Vehicles without Auburn Bank hangtags will be towed. Parking is free in the Methodist Church Epworth Center located on Gay Street across from Burger King. The University also has parking off of Wright Street where holders of Auburn University hangtags can park. Wright Street runs between Magnolia Avenue and Glenn Avenue; Anders Bookstore is on the corner with Magnolia and the Chevron Station is on the corner with Glenn. We recommend when possible to take the Ross-Harper Tiger Transit route to the training facility. This bus can be picked up at the Haley Center / Student Center Hub or Shelby Center on Magnolia. For a link to the bus routes, you can visit the Tiger Transit website: http://www.auburn.edu/administration/parking_transit/transit/index.php The PDF for the Ross-Harper Line is located at the following link: http://www.auburn.edu/administration/parking_transit/transit/pdf/aqua.pdf

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:

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.

Recipients for March 2013 are:

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<tr>
<th>Category</th>
<th>Name</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office/Admin</td>
<td>Jennifer Ross</td>
<td>Music</td>
</tr>
<tr>
<td>Service/Maintenance</td>
<td>Oliver Williams</td>
<td>Fisheries</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.

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