HR Newsletter
July 2013
Auburn University Human Resources
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334.844.4145

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4th of July Holiday
AU will observe the Independence Day Holiday this year on Thursday, July 4th. Happy Birthday, USA!

Employees who are scheduled to work on that day, but who are eligible for holidays (i.e. Regular employees), should be afforded equivalent time off as close to the holiday date as is practical. The 2013 Holiday schedule is summarized here.

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 (REVISED)
On May 31, 2013, a letter dated June 3, 2013, from Lynne Hammond was issued to our Human Resource Liaisons on campus advising them of forthcoming changes to our Temporary Employment Services regarding limitations on hours worked as a result of the University's efforts to comply with the Patient Protection and Affordable Care Act (PPACA.) The letter was not widely disseminated but resulted in a large volume of inquiries and concerns expressed about the impact of these changes to our departments and our temporary employees. As a result of this feedback, we have worked closely with Payroll and Employee Benefits to revisit the options presented earlier in an effort to be responsive to the concerns raised.

Employees hired through TES have always had limitations on their work schedules. This is due to the fact that the original mission of TES was to provide employees to assist with special projects, peak workloads, scheduled absences of regular employees, and emergency situations without the need to establish regular, on-going, benefits-eligible positions. Over the years, however, departments have come to rely on TES for meeting more long-term needs, which was never the intended purpose of this service.
Currently, any TES employee working 20 hours or more per week is required to take a one-month break-in-service after eleven months. However, new federal regulations have necessitated that we revisit how we manage TES hours worked and make adjustments to ensure compliance within the limits of available financial resources. Under the PPACA, effective January 1, 2014, any worker (regardless of an employer's classification of that worker) who works an average of at least 30 hours per week during a specified measurement period must be offered 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 working an average of 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 an average of 130 hours per month or more to be defined as "full time." Therefore, effective July 1, 2013, we will be changing the parameters for scheduling temporary employees to allow the University to comply with the letter and spirit of the Affordable Care Act and return TES to its original mission. Please see these updated guidelines for scheduling TES employees and converting TES employees to regular, budgeted positions.

Upcoming Courses

HRD to Present Two Personal Growth Courses in July:

**Decreasing the Cost of Your Medications (HL272)**
On July 15, 2013, from 2:30 to 4:30 in the Human Resource Development Training Facility, HRD will present a seminar on ways to cut down on the costs of medication. Facilitated by Dave Brackett, Ambulatory Care Pharmacist, Auburn University Pharmaceutical Care Center, the seminar will discuss strategies for decreasing the out of pocket cost of medications and ways to lower the amount paid at the pharmacy. Participants can register in A-Train at [https://atrains.auburn.edu/](https://atrains.auburn.edu/). Questions can be directed to Mary Elizabeth Fukai (mhf0005@auburn.edu or 844-7363).

**Fitness & Recreational Services (HL264)**
On July 29, 2013, from 2:30 to 4:30, in the Human Resource Development Training Facility, HRD will present a seminar on the health, wellness, and fitness activities available to employees through Campus Recreation Services. Presented by Bill Jackson, Associate Director of Campus Recreation, the seminar will also emphasize the benefits of a healthy lifestyle and the advantages of developing a personal, lifetime, wellness and fitness program. Participants can register in A-Train at [https://atrains.auburn.edu/](https://atrains.auburn.edu/). Questions can be directed to Mary Elizabeth Fukai (mhf0005@auburn.edu or 844-7363).

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](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.

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](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.

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<th>Category</th>
<th>Name</th>
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<tr>
<td>Office/Admin</td>
<td>Jennifer Ross</td>
<td>Music</td>
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<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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