HR Newsletter
September 2013
Auburn University Human Resources
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Auburn University, AL 36849
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Labor Day 2013
Auburn University will observe Labor Day on Monday, September 2nd, 2013.
Employees who are not scheduled to work on that date, 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.

Registration for HRD Courses
The HRD Schedule for Fall Semester has been distributed through campus mail and is available online. Registration is currently open and classes start the first week of September. To register, log-in to A-Train at https://atrains.auburn.edu or contact Mary Elizabeth Fukai (4-7363 or mhf0005@auburn.edu). For September, HRD courses will be held in Johnson Sterling's office in the Research Park Building 1. Due to a move of the training facility this fall, please review the HRD website for updates on class locations.

Newsletter Archive
Do you ever need to refresh your memory concerning a subject which was covered in an earlier issue of our HR Newsletter? No problem!

The earlier issues are all stored away in our archive. Just click to http://www.auburn.edu/administration/human_resources/hrnews/hrnewsarc.htm to look up what you need.

Exempt vs. Non-Exempt
Exempt and non-exempt are two terms most people have heard but may not fully understand. One major misconception is that a person can simply choose whether a particular position is classified as exempt or non-exempt. Many people believe that simply by paying a salary and not an hourly wage that an employee is exempt from receiving overtime pay. Neither of these statements is true.

The terms exempt and non-exempt come from a federal law – the Fair Labor Standards Act or FLSA. This law has many provisions including minimum wage provisions, recordkeeping, child labor standards, and overtime provisions. It is from the overtime provisions of the Fair Labor Standards Act that we find the terms exempt and non-exempt. The law requires employers to classify positions as either exempt or non-exempt and provides the guidelines employers use to make such a determination. Non-exempt employees are entitled to overtime pay. Exempt employees are not entitled to overtime pay; hence, they are “exempt” from the overtime provisions of the law.

For non-exempt employees, the law provides for a minimum hourly wage, the maintenance of detailed records of hours worked, and overtime pay of one and one-half the regular rate for work in excess of 40 hours during a seven day pay period. Public institutions, such as Auburn University, are authorized to award compensatory time off at the premium rate equal to one and one-half hour for each overtime hour worked in lieu of pay.

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.

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 June 2013 are:

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<th>Category</th>
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<th>Unit</th>
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<tr>
<td>Office/Admin</td>
<td>Gwen Kirk</td>
<td>Mathematics and Statistics</td>
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<tr>
<td>Admin Professional</td>
<td>Shade Aladebumoye</td>
<td>Library</td>
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<tr>
<td>Technical</td>
<td>Brandon Mahtani</td>
<td>OIT</td>
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Recipients for July 2013 are:

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<tbody>
<tr>
<td>Office Admin</td>
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<td>Civil Engineering</td>
</tr>
<tr>
<td>Admin Professional</td>
<td>Sherry Compton</td>
<td>Scott-Ritchey Center</td>
</tr>
<tr>
<td>Technical</td>
<td>Adam Williams</td>
<td>College of Business</td>
</tr>
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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.

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

Last Updated: August 30, 2013