



**HR Newsletter**  
**September 2008**  
 Auburn University Human Resources  
 Langdon Hall  
 Auburn University, AL 36849  
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#### Labor Day Holiday

Auburn University will observe Labor Day on Monday, September 1st, 2008.

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 2008 Holiday schedule is summarized [here](#).



#### HRD to Offer Principles of Retirement Planning Workshop



Join financial advisor Cathy Colquett from Johnson Sterling Securities, Inc., on September 10, 2008, in the Human Resource Development (HRD) Training Facility for a program explaining available retirement income sources and how 403B Tax Deferred programs can help supplement individual financial foundations during retirement. The seminar, from 2:00 to 4:00 p.m., will explain the principles necessary to prepare for this very important part of your financial future. To attend, register in A-Train, at <https://atrain.auburn.edu/login.asp> or contact Kelli Henderson at [hendekc@auburn.edu](mailto:hendekc@auburn.edu) or 844-7939 for more information.

#### Ombudsperson Available for Employees

The Auburn University Ombuds Office and University Ombudsperson **Jim Wohl** began operations yesterday. President Jay Gogue has written a letter to all university employees about the new office and about Wohl's role in serving Auburn employees. The letter is available at this [link](#). The telephone number for the Ombuds Office is 844-7170 and Wohl is available Monday through Friday during regular working hours. Other times are available by prior arrangement. The office will be located in the Quad Center later this month. More information will be posted at this [link](#).

#### Registration in Progress for Fall Semester

Registration is now open for HRD classes for the fall. Sign up in A-Train, <https://atrain.auburn.edu/login.asp>, and ensure that you get a seat in the programs that you want to attend.

**Thursday's New Employees' Orientation Moves from Foy Union**



The New Employees' Orientation, formerly conducted every Thursday in the University Club room at Foy Union, has been moved to the Human Resource Development (HRD) [Training Facility](#) in the AU Employment Center at 146 North Gay Street. This change in venue was necessitated by the movement of Union activities from Foy Union to the new student center. Employees scheduled for the orientation are notified in writing of their attendance by HRD.

**Temporary Employment Services**

Temporary Employment Services (TES) is the section of Human Resources which furnishes temporary employees for university units. Under the supervision of Mary Prather, and located at 146 N. Gay Street, TES facilitates hiring workers with a diverse range of skills and talents.

TES workers can assist with special projects, workload peaks or staffing emergencies, on a full-time or part-time basis. To discuss your temporary staffing needs, just call TES at (334)844-7363.

And check out our newly revised [TES brochure](#).



**Spirit of Excellence Awards**

Each month AU presents Spirit of Excellence awards to four employees for outstanding service.

Recipients for **June 2008** are:

<b>Office/Administrative</b>	Markie Sutherland	Economic Development Inst
<b>Administrative/Professional</b>	Marjorie Gentry	Forestry & Wildlife
<b>Technical/Paraprofessional</b>	Derrick Calloway	Anatomy, Physiology & Pharmacology
<b>Service/Maintenance</b>	Betty Terry	Building Services

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](http://www.auburn.edu/administration/human_resources/forms/spirit.pdf)

**Moving? Want to Continue Your Career in Higher Ed?**

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 the basement of Langdon 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](http://www.auburn.edu/administration/human_resources/hrnews.htm).

Enter your email address and click on the **Send** button to subscribe to the HR Newsletter.

**Your Email Address:**

Or send an email to [majordomo@auburn.edu](mailto: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](mailto:majordomo@auburn.edu) with the message "unsubscribe hrnews". Or email [hillmic@auburn.edu](mailto:hillmic@auburn.edu).

**The Office of Human Resources is open Monday through Friday, 7:45 am to 4:45 pm Central Time (except holidays)**  
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