



**HR Newsletter**  
**October 2008**  
 Auburn University Human Resources  
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#### O-A News Readers Name AU "Best Place to Work"

Auburn University was recently named "**Best Place to Work**" according to a recent Opelika-Auburn News readers' survey. O-A News conducts a survey of its readers annually to determine the "best places" in Lee County to work, eat, play, and seek a variety of services. This is the first year that Auburn University has received this recognition.

Auburn University employees enjoy excellent benefits, enrollment in Teacher's State Retirement System, participation in 403(b) retirement plans, tuition benefits, and discounts on specified athletic events and bookstore purchases. For career advancement opportunities, please visit our web site at [www.auemployment.com](http://www.auemployment.com).

#### Election Day

The general election is scheduled for Tuesday, November 4th. Auburn University encourages all employees to exercise their right to vote.

Employees are normally able to vote before or after work, given the extended poll hours. Supervisors should work with anyone having an unusual situation in relation to voting, so that they will be able to cast their ballot.



Information about Alabama voting laws can be found at [AlabamaVotes.gov](http://AlabamaVotes.gov).



#### Revised EEO Poster

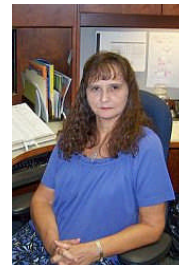
The [EEOC Poster](#) was revised effective August, 2008. The new poster is available from the [HR web site](#).

### TES Welcomes Phyllis Pruitt

Phyllis Pruitt joined the staff of the Temporary Employment Services section on September 2. Phyllis' primary responsibilities will involve preparing payroll and billing for all Temporary Employment Service employees as well as preparing and processing new TES employees' paperwork.

Phyllis comes to the University from WestPoint Stevens in Valley, AL. A native of Opelika, Phyllis was with WestPoint Stevens for over 30 years. Her key responsibilities as Reports Clerk included ensuring the accuracy of all costs, including tracking labor of the 500+ workforce, in the production process.

We are pleased to welcome Phyllis as a key member of the Human Resources Department.



### AA/EEO Office Relocates

The [Office of AA/EEO](#) recently moved out of the Quad Center, and will **temporarily** be located at **317 James E. Foy Hall**. Our phone (**844-4794**) and fax (**844-4793**) numbers remain the same.

We enjoyed our "tucked-away" place in Quad Center, and will miss it, but we are thrilled to have the additional space that Foy affords us. We anticipate moving to a more permanent location on the [first floor](#) of Foy later this year; we'll announce our new venue soon!

### Temporary Employment Services Lowers Rates

Gasoline may be in short supply and the prices may be skyrocketing, but there is no shortage of the service provided to our departments by our Temporary Employment Services staff – and the price tag is actually dropping!



As a cost center, every year we have to track our costs to provide this service to our campus and then project what we anticipate needing to charge to cover our overhead for the coming year. After crunching the numbers (and breaking several pencil leads!), we have determined that the rate we will need to charge for fiscal year 2008 – 2009 will be 10.79% - - almost 2% less than the 12.71% we are currently charging.

We are especially pleased to be able to lower this rate for the upcoming year, with so many of our departments scrambling to find ways to stretch those maintenance dollars in any way possible. While we never know from year to year what these calculations are going to yield (next year there may have to be an increase – yikes!), we were certainly pleased with this year's results.

Temporary Employment Services provides the University community with a reserve of competent temporary employees to assist with special projects, abnormal work loads, or emergencies. In addition, the job of the supervisor is simplified since Temporary Employment Services assumes responsibility for the total employment process including recruiting, screening, scheduling, record keeping, and document processing. For more information about how TES can assist you, give them a call at 844-7363.



### Four Generations in the Workplace

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, plan to attend the Human Resource Development (HRD) seminar "Understanding the Impact of Four Generations in the Workplace," presented by Pat Deery on October 14, 2008, from 1 to 3 p.m. in the HRD Training Facility, 146 North Gay Street. Participants will learn 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. To register in A-Train, go to <https://atrans.auburn.edu/login.asp> or contact Kelli Henderson ([hendekc@auburn.edu](mailto:hendekc@auburn.edu) or 844-7939) for more information.

### Care Options for Parents in the 60+ Population

Today, thanks in large part to advances in the field of medicine, people are living longer, healthier lives. Along with the joys of sharing life with our extended family, comes the decision of how to care for them in later life. Jackie Pinkard from the Area Agency on Aging will explain options for caring for elderly family members ranging from assistance with meals to long-term nursing and teaching. If you face this issue or anticipate that you will, join Jackie on October 22, 2008, from 10 a.m. to 12 p.m., in the Human Resource Development (HRD) Training Facility. To attend, register at <https://atrain.auburn.edu/login.asp> in the A-Train system; for more information contact Kelli Henderson at 844-7939.

### Recognizing and Helping Students in Distress Workshop

A student is considered to be in distress if he or she is experiencing a psychological or emotional crisis that often needs immediate help and intervention. A serious or emotional crises could be such things as suicidal or homicidal thoughts or impulses; hearing voices or otherwise mis-perceiving reality; having experienced a sexual or physical assault; or an overwhelming loss, such as a death in the family. This seminar will explain the characteristics of students in distress, appropriate ways to intervene with such students, referral sources for these students, safety resources, and University policies and procedures affecting them. The seminar will be led by Dr. Doug Hankes, Student Counseling Services Director, and is scheduled for October 23, 2008, from 1:00-3:00 PM in the HRD Training Facility. To register, sign up through A-Train at <https://atrain.auburn.edu/login.asp> or contact Kelli Henderson (4-7939 or [hendekc@auburn.edu](mailto:hendekc@auburn.edu)) with questions.

### Innovation in the Workplace



As we grow older our ability to think creatively and to innovate seem to lessen. At the same time, many organizations struggle with maintaining a creative edge. Yet other organizations are actively innovating and producing new products and services that help us with our lives, entertain us, and show us new and better ways to work and live. How do some organizations and people produce innovative products and services? What does it mean to be creative in the workplace? How can an individual be creative and still execute his or her job well? Why do we seem to lose our capability to create as we grow older? These and other issues surrounding innovation and creativity will be examined in the HRD workshop Innovation in the Workplace, on October 28, 2008, from 12:45 to 4:45, in the HRD Training Facility. To attend, register in the A-Train system at <https://atrain.auburn.edu/login.asp> or contact Kelli Henderson ([hendekc@auburn.edu](mailto:hendekc@auburn.edu) or 844-7939) for more information.

### HRD to Present Basic Estate Planning Seminar

Many difficulties can result from the failure to plan for the disposition of an estate: Who will care for minor children? How will the money in the estate be managed? What will happen to the remaining property? Learn the answers to these issues and hear more about basic estate planning by attending the Human Resource Development (HRD) seminar "Basic Estate Planning: Do I Really Need a Will?" on October 29, 2008, from 2:00-4:00 in the HRD Training Facility. In this session presented by Attorney Robert A. Tufts, participants will learn what constitutes a valid will and what should be included in that will; begin to understand how powers of attorney can help manage money; and receive the latest advice on living wills and health care proxies. To attend, register in the A-Train system at <https://atrain.auburn.edu/login.asp> or contact Kelli Henderson ([hendekc@auburn.edu](mailto:hendekc@auburn.edu) or 844-7939) for more information.

### Spirit of Excellence Awards

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

Recipients for **July 2008** are:

<b>Office/Administrative</b>	Othello Dalton	Engineering Admin
<b>Administrative/Professional</b>	Sara Ziska	Vet Med Admin
<b>Technical/Paraprofessional</b>	Deborah Czerkawski	Pathobiology
<b>Service/Maintenance</b>	Andy Stewart	Paint Shop

Recipients for **August 2008** are:

<b>Office/Administrative</b>	Anita Cox	Athletics
<b>Administrative/Professional</b>	Rolahac Phillips	Building Services
<b>Technical/Paraprofessional</b>	Charlie Saliba	IMS
<b>Service/Maintenance</b>	Frankie Chaffin	Housing & Resident Life

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.

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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](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.

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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).

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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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