



HR Newsletter
November 2008
 Auburn University Human Resources
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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 (7:00 am - 7:00 pm). Supervisors should strive to accommodate anyone having an unusual situation relative to voting, to ensure that they're able to cast their ballot.

Voters need to carry one of a wide variety of approved identification, including a driver's license; a photo ID issued by a college or employer; a current bank statement, utility bill, government check or paycheck with the voter's name and address; a valid ID issued by the state or federal government; a current hunting or fishing license; a certified copy of a birth certificate; or a valid Social Security, Medicare, Medicaid or Electronic Benefits Transfer card.

More information about Alabama voting laws can be found at AlabamaVotes.gov.

Thanksgiving

Thanksgiving holidays will be observed on Wednesday - Friday, November 26-28.

Employees who are not scheduled to work on those dates, but who are eligible for holidays (i.e. Regular non-student employees), should be afforded equivalent time off as close to the holiday date as is practical.

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



HRD and TES Welcome Pamela Rogers



Pamela Rogers joined the staff of Human Resource Development (HRD) and Temporary Employment Services (TES) on October 1. Pamela will be focused on general administration of the HRD classrooms and the front desk operations of the AU Employment Center. In that role, she will assist with TES payroll processing, advise prospective TES employees on their application and paperwork, and aid current employees with registering for HRD courses and the operation of A-Train as well as coordinating classroom activities for HRD.

Pamela's name may already be known to those who regularly deal with Human Resources since she comes to the University, in a full-time capacity, after having worked through TES for the Compensation and Classification Department in Human Resources. Prior to that, she spent many years in management in the Food and Beverage industry.

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

Revised HR900

The [HR900](#) form, or Clearance Checklist, was recently revised. We added a reminder to have your terminating employee update their mailing address in order to ensure proper delivery of their W2 form from the University. The revised form can be downloaded from our [web site](#).

The HR900 enumerates the steps required to make sure that an employee's separation from the University is accomplished in an orderly fashion.

A Clearance Checklist must be completed for all Administrative/Professional, University Staff, and Faculty employees who leave Auburn University employment. The form should be signed by the terminating employee, and should be forwarded by the supervisor, through the unit head, to Human Resources.

Sprint Employee Value Program

Auburn University joins Sprint/Nextel in announcing the Employee Value Program (EVP).

Auburn University employees are entitled to 15% off Sprint/Nextel service plans as well as additional promos and discounts on accessories through the EVP. Information about the program is available at <http://www.evpdiscout.com/auburn>. The EVP representative is [Andrew Haucke](#), phone: 888 457-6294, fax: 888 279-0450.



The Employee Value Program is managed nationally by American Installation Company dba NationLink Wireless, a Sprint/Nextel preferred partner.

Lee-Russell Public Transit

Take advantage of Lee-Russell Public Transit's (LRPT) convenient bus schedule and routes. LRPT operates a Dial-A-Ride service in designated areas within Lee & Russell Counties.



Dial-A-Ride is the new demand response service offered by Lee-Russell Public Transit (LRPT). This service is provided on a first-come, first-served basis. The number of trips that are available each day will be based on designated time slots. It is open to all general public who live in the designated service areas of Lee and Russell Counties.

Click [Lee-Russell Public Transit](#) for more information.

Healthy Tigers

The new [Healthy Tigers](#) web site is now available.

Healthy Tigers is the Auburn University employee wellness program. Wellness is the process of becoming aware of healthy choices and applying that knowledge to create a more successful and balanced lifestyle. Auburn University has many [resources](#) to help you on your wellness journey. Healthy Tigers encourages all eligible employees to take the **first step** to managing their health and improving life!

Free Online Spanish Language Training

Free Spanish language audio downloads are available through the University of California. These MP3 files include general interest audio tracks as well as Spanish vocabulary associated with agriculture to help employees communicate better with Spanish-speaking

employees. This is a public service of the University of California. The MP3 files may be played on your computer or burned to a CD. Lessons include training on general greetings, times, days, numbers, and farm vocabulary.

You can access this resource at [this link](#), or from our [Online Training Resources](#) page.

Clases de español gratis!

Overtime for Non-Exempt Employees

The standard workweek for non-exempt employees (members of the University Staff employee group) is 40 hours. During peak workloads or emergencies, it may be necessary that employees work overtime (over 40 hours in a week). In such cases, non-exempt employees will receive either compensatory time off from work or overtime pay (at the discretion of the department management). Non-exempt employees earn one and one-half (1.5) hours of compensatory time for each hour of authorized overtime work, or are paid at one and one-half time (1.5) times their standard pay rate for overtime hours. Overtime is calculated for the period of each workweek, **not** on a daily basis. Only time actually worked, plus holiday time, counts toward overtime; leave time taken does not count toward the 40-hour period for overtime purposes. **Any overtime work must be approved by the supervisor prior to the work being performed.**

Exempt employees (members of the Administrative and Professional employee group) are not eligible for overtime pay.

Annual Leave Carryover

Auburn University policy limits the amount of annual leave which full-time employees may carry forward from one calendar year to the next as follows: exempt (monthly) employees, two years' accrual (320 hours); nonexempt (biweekly) with 10 or more years of continuous service, two years' accrual (320 hours); and nonexempt (biweekly) with nine or fewer years of continuous service, one year's accrual (97.76-160 hours). The maximum carryover hours for nonexempt employees with nine or fewer years of service varies, depending on the employee's length of service. Leave carryover for part-time employees is prorated based on the percentage of full time they are employed. In order to account for leave taken in 2008, biweekly employees must report all leave they wish to have charged against 2008 prior to Dec. 15, and monthly employees must report all leave they wish to have charged against 2008 prior to Dec. 11. Leave requests received after these cutoff dates will be charged against calendar year 2009. Questions about annual leave balances, accrual and usage may be directed to Mary Turner or Michael Hill in Human Resources at 844-4145.

Workshop on Improving Fitness Health

We all know that keeping ourselves in sound physical condition involves a wise blend of diet and exercise, but just how far can we or should we take a physical fitness regimen. Human Resource Development will offer a workshop that will address this topic by exploring the guidelines for physical activity, the health benefits of being active, ways to enhance physical fitness with exercise, and practical recommendations for better fitness health. Dr. Peter W. Grandjean, Associate Professor in the Department of Kinesiology, will facilitate the workshop on Thursday, November 6 from 2:00-4:00 in the HRD Training Facility. To register for this seminar go to A-Train at <https://atrain.auburn.edu/login.asp>. Questions may be directed to Pamela Rogers at 844-7363 or pk0001@auburn.edu.



Spirit of Excellence Awards

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

Recipients for **September 2008** are:

| | | |
|------------------------------------|------------------|-----------------------------|
| Office/ Administrative | Sherry Boothe | Special Ed Rehab Counseling |
| Administrative/Professional | Joan Aston | Engineering Admin |
| Technical/Paraprofessional | Jerome Perry | Housing & Resident Life |
| Service/Maintenance | William McDonald | Chemistry & Bio-Chemistry |

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 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.

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. The text of the message should read "subscribe hrnews" (without quotes).

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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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