July 2013

News & Updates from the Office of Human Resources

WELCOME NEW EMPLOYEE(S):

- Russell Willis (SATL)

RECENT JOB OPENINGS:

- Accounts Payable Clerk
- Administrative Assistant - College of Education
- Financial Aid Records Coordinator/Office Manager
- Housing Director
- Instructional Designer
- Maintenance Assistant
- Student Activities Coordinator

Visit the HR website for a complete list of job openings at https://brenau.applicantstack.com/x/openings. Employees are required to notify their supervisor before applying for a transfer.

NEW BUDGET:

Budget Manager has been updated in Campus Web for the new fiscal year (July 1). Office supplies, etc. may now be ordered using the new budget. Regular PO limits have been reinstated. Questions about budget manager should be directed to Holly Reynolds. Questions regarding your budget amounts should be directed to your supervisor.

SUMMER SCHEDULE/ DRESS CODE:

Offices will close at noon on Fridays during the summer months. The last 1/2-day Friday will be August 9th. Staff may wear appropriate casual wear throughout the summer months until Aug. 9. All employees may wear jeans with a Brenau shirt on ½ day-Fridays. Please check with your supervisor for dates on which this is not appropriate.

UNITED WAY DONATIONS:

The new plan year for United Way contributions will begin July 1. Pledge Forms (found on the HR site under HR forms) should be returned to HR before July 1.

VACATION BEGINNING BALANCES:

Vacation is earned based on the number of years of employment at the university. On July 1 of each year, the maximum number of allowable days will be credited in full to each employee’s leave account. The July 5th check (weekly) or July 15th (monthly) will reflect the new vacation and sick totals to be used for the 2013-14 fiscal year.

For more information regarding leave and holidays, please visit the Faculty and Staff Guidelines 3-03 available online at http://intranet.brenau.edu/dnn/Operations/HumanResources/HRForms/FacultyStaffGuidelines/tabid/744/Default.aspx

Should you believe the time reflected on your check stub is not accurate, please contact Cheryl Crumley in the Payroll Office at ccrumley@brenau.edu or x4763.

HUMAN RESOURCES OFFICE IS MOVING:

As of July 2 the Office of Human Resources on the Gainesville campus will be located at 204 Boulevard. The new location’s entrance will be inside Bailey Hall adjacent the Black Box Theatre. Telephone and fax numbers will remain the same.

HOW TO RESPOND TO A VIOLENT STUDENT/PEER/ VISITOR:

First phone or alert campus security (x6202 or 770-534-6202). As you are waiting for their arrival, campus staff should use the following tactics:

- Actively listening
- Distracting the person
- Re-focusing the person on something positive
- Changing the subject
- Motivating the person
- Empathizing with the person’s concerns
- Giving choices
- Setting limits

Questions or additional support information can be obtained from the Director of Campus Safety & Security.

JULY 2012:

July 1st:
First day of the new fiscal year

July 4th and 5th:
Brenau Holiday; offices closed