



**JOB OPENINGS:**

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.

**WELCOME NEW EMPLOYEES:**

- Michael Carter (Athletics)
- Dan Odom (IT)
- Simon Peek (Admissions)

**STAFF WORKING AS ADJUNCTS:**

Staff who also teach as an adjunct (term or AGS) are required to complete the Adjunct Teaching Approval Form before accepting an assignment and contract. Questions should be directed to your immediate supervisor.

**UPCOMING DATES TO REMEMBER:**

- April 1-2:**  
Weight Loss Contest final weigh-in
- April 18:**  
Brenau Holiday;  
offices closed

Campus Campaign Days \*  
April 4, 11, 25

*\* Employees who have donated \$250 or more to the Campus Campaign are permitted to wear jeans with a Brenau embroidered shirt.*

**WEIGHT LOSS CONTEST FINAL WEIGH-IN :**

For your convenience, final weigh-in will be April 1st and 2nd. Please schedule an appointment with Alex Payne and/or Janie McCoy at x6135.

**MOTOR VEHICLE RECORD:**

Employees who operate university vehicles must report changes in their driving license status such as suspensions or citations to the Director of Human Resources within one week of the incident.

**SERVICE AWARDS:**

The date for the annual Service Awards Ceremony & Luncheon has been **changed to May 7th**. The program will begin at 11:30 in Pearce and lunch will follow in Hopkins Dining Hall. Questions should be directed to Kelley Maddox or Melissa Drury.

**FACULTY & STAFF GUIDELINES REVISED:**

- 3-03 (L, N) Leave and Holidays
- 4-05 (A3e, A4aiii, A5) Fringe Benefits

The faculty & staff guidelines may be viewed online at:

<http://intranet.brenau.edu/dnn/Operations/HumanResources/HRForms/FacultyStaffGuidelines/tabid/744/Default.aspx>.

**TUITION WAIVER FORM REVISED:**

The tuition waiver form has been revised and placed on the HR intranet site. Employees must review the policy each semester when a new waiver is completed to ensure compliance and understanding. The Internal Revenue Service has determined that graduate tuition benefits are taxable. To minimize the impact of this additional income tax withholding, the additional income will be spread out as evenly as possible based on current and anticipated coursework. Each employee, receiving a graduate tuition waiver, will meet with the Assistant Vice President for Financial Services/Controller to determine an estimated amount of taxable income and withholding.

**BRENAU IS A "GREAT PLACE TO WORK":**

Brenau has been recognized as a "Great Place to Work," in the Atlanta Journal Constitution. Review the rankings at <http://www.ajc.com/business/top-workplaces-chart/>.

**SUGGESTION BOX:**

The Human Resources Office has implemented a suggestion box. Employees are welcome to suggest areas for improvement for the HR office, (or any other office on campus). The box is located in the Human Resources suite along the corridor.