



JOB OPENINGS:

- Head Volleyball Coach
- Office Manager (OT)
- Research and Instructional Services Assistant (Library)

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 HIRES:

- Nicole Browning (Math/Science)
- Chris Ledbetter (Facilities)
- Amy Malcom (Nursing)
- Alison Reeger Cook (Comm/Pub)
- Crystal Toombs (VPAA)
- Mitchell Williams (HR/IR)

UPCOMING DATES TO REMEMBER:

- Feb. 24-28:**
Spring Break for students
- Feb. 27 & 28:**
Offices closed

Campus Campaign Days *
Feb.7, 14, 21, 28

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

PREVENTION OF SEXUAL HARASSMENT WORKSHOP:

As you know, the annual prevention of sexual harassment workshop was held online via Canvas last week. Thank you for all who participated. As a reminder; Brenau University promotes a productive work environment and does not tolerate verbal or physical conduct by any employee that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment. For detailed information about this topic, please visit FSG 2-02 on the HR intranet page.

RETIREMENT PLANNING APPOINTMENTS AVAILABLE IN FEBRUARY:

Representatives from Cannon Financial Strategists, Inc. will be on the Gainesville campus during the month of February to help employees manage their 403b retirement plans. Consultations are available by appointment only. Please contact Kelley Maddox at kmaddox@brenau.edu for dates and times to schedule an appointment. Cannon representatives will have access to current retirement plan balances either with TIAA-CREF or Lincoln Financial Group. Again, these initial consultations are intended to aid employees with the retirement plan changes. To receive investment allocation recommendations you are advised to provide a comprehensive view of your current financial situation. You are encouraged to bring statements for any other accounts you would like to include in this discussion. All meetings are confidential between the employee and Cannon. Cannon representatives will schedule follow-up consultations as needed with employees desiring more detailed reviews of their financial situation.

BAKE SALE SPONSORED BY THE STAFF DEVELOPMENT COMMITTEE:



On Feb. 14, let your staff and coworkers know how much you love their work with a tray of sweets from the Staff Development Committee. Each tray costs \$12 and contains an array of delicious, homemade treats serving approximately 10 people. Orders must be placed by Feb. 7. Goodie trays will be delivered to offices as a Valentine's Day treat. Fill out the order form online at the URL below or print out the form and send to Melissa Drury via email at mholman1@brenau.edu or campus mail at Box 17. Payment is due at time of order by cash, check, credit card or G/L Account. All

proceeds will go into the Staff Development Account and help fund events such as staff service awards, the end of the year Picnic and more. Treat faculty and staff and let them know you think their work is pretty sweet. Register for the bake sale here: <https://docs.google.com/a/brenau.edu/forms/>

FACULTY & STAFF GUIDELINES REVISED:

- 3-01 Personnel Classification (A6)
- 4-05 Fringe Benefits (B4)

The faculty & staff guidelines may be viewed online at <http://intranet.brenau.edu/dnn/Operations/HumanResources/FacultyStaffGuidelines/tabid/198/Default.aspx>.

Employees are required to read and to adhere to all Brenau policies.