

## News & Updates from the Office of Human Resources

February 2017

### JOB OPENINGS:

- Bus Driver
- Nurse Practitioner

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.

### UPCOMING DATES TO REMEMBER IN FEBRUARY:

- 8, 9, 10: Weight Loss Challenge 1st Weigh-In
- 1-10: Title IX/ Harassment Workshop

#### Campus Campaign Days

February 3, 10, 17, 24

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

### TITLE IX/PREVENTION OF HARASSMENT WORKSHOP:

Brenau has made available to all employees, [EverFi](#), an online education tool to facilitate our annual employee Title IX/prevention of sexual harassment training. **The training program is available starting February 1<sup>st</sup>. All employees are required to complete this training before February 10<sup>th</sup>.** More detailed instructions have been sent to your Brenau email account.

#### HOW TO LOGIN:

- **New Users** Go to: <http://www.everfi.com/login> and click to **Register**. Under **Student/Learner**, enter the Registration Code: **c6a9297d**. Click "Next" to create your account. Note: When prompted, you will enter your **Brenau 6-digit faculty/staff ID # to receive credit for completion**. If you do not know your 6 digit ID# you can look it up from CWEB, review your check stub, or you may contact the Human Resources Office or Payroll Office.
- **Returning Users:** Go to <http://www.everfi.com/login>, enter your login information, then enter registration code **c6a9297d** by clicking Add a Course in the top right corner of the Dashboard.
- **All employees should complete Part 1 of the training for Faculty and Staff by February 10<sup>th</sup>.**

#### Experiencing Technical Difficulty?

Should you experience problems, technical support is available 24/7 and can be accessed from the "Help" link within the course.

### UPCOMING WELLNESS EVENTS/ACTIVITIES:

#### The Dempsey Dash:

On March 11, Brenau University will host its inaugural Dempsey Dash 5K in memory of the university's long-time executive vice president and CFO, Wayne Dempsey. The event benefits the Wayne W. Dempsey Endowed Scholarship Fund, first funded in Dempsey's memory in 2014 by an anonymous donor.

#### The Fit Company Challenge:

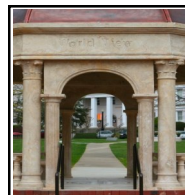
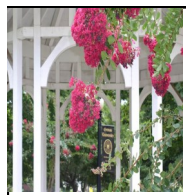
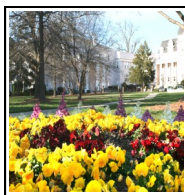
Brenau University is putting together a team to take part in the 2017 Fit Company Challenge on April 29 hosted by Fit Company and we need you. During the Fit Company Challenge teams from Atlanta area companies compete for bragging rights and to be one of the top health conscious companies in the city. The event is open to people of all fitness levels over the age of 18. The event will take place April, 29 on the campus of Georgia Tech. Participants will receive a group t-shirt and their name will be entered in the cash drawing for the Wellness Participation Contest (to be chosen November 2017). Fit Company Challenge registration is \$15 per participant. If you are interested in participating, contact Kelley Maddox at [kmaddox@brenau.edu](mailto:kmaddox@brenau.edu) by **Feb. 10**. Once registered you will begin to receive daily/weekly messages to better prepare yourself for the challenge.

#### Kickball Game:

Lets bring fun into the workplace! Kickball is a great way to do that by employees joining and forming teams that provides opportunities to build working team relations and share great experiences with friends and co-workers. The HR office is trying to determine if there is any interest in forming a kickball team. Please send thoughts/ideas to Kelley Maddox at [kmaddox@brenau.edu](mailto:kmaddox@brenau.edu).

#### Brenau Cookbook:

As part of our "Be Well" campaign, Brenau Wellness Committee will be creating a cookbook with items submitted by our Brenau family. Look for more details in Update soon.



*Continued....*

**February 2017**

#### **NEW EMPLOYEES:**

- Heidi Burnett (Child Development Center)
- C.C. Camboia (Enrollment Management)
- Phillip Cofield (Safety & Security)
- Lauryn Farver (Admissions Recruiting)
- Jenn Freeman (Admissions Recruiting)
- Capri Gonzalez (Financial Aid)
- Sadie Prickett (Research & Planning)

#### **SUPERVISOR MEETING:**

The next Supervisor Meeting will be held Thursday, February 23rd. Those expected to attend have been sent a calendar invite.

#### **1095-C FORMS:**

1095-C Forms are being printed and placed in campus mailboxes the 1st week of February. You will need this document to file your 2016 taxes.

#### **BAKE SALE:**

Brenau faculty and staff have until Monday, Feb. 6, to order a Valentine's Tray from the Staff Development Committee. The \$12 trays contain all sorts of sweet, homemade treats, including brownies, cookies and doughnut holes. The trays, which serve about 10 people, will be delivered on Tuesday, Feb. 14. All proceeds go into the Staff Development Account to fund events like our end of year picnic. This is your opportunity to show people on campus just how much you appreciate their hard work as well as support the committee. To place an order, visit <https://docs.google.com/a/brenau.edu/forms/d/e/1FAIpQLSebeVGBFGk6NXVsT-Id06jmWgl7ihFo-jXtsGAs3DdyKOjS0w/viewform?c=0&w=1>