

News & Updates from the Office of Human Resources

May 2017

JOB OPENINGS:

- [Financial Aid Counselor - Adult & Graduate Studies](#)
- [Freshman Admissions Specialist](#)
- [Lifeguard/Swim Lesson Instructor](#)
- [RISE Teacher](#)

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 MAY:

- | | |
|------|----------------------------------|
| 4-12 | Drug-Free Workplace Workshop |
| 11 | Service Awards Luncheon & Picnic |
| 29 | Brenau Holiday; Offices closed |

Campus Campaign Days

May 5, 12, 19, 26

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

SERVICE AWARDS CEREMONY & LUNCHEON:

The 2017 Faculty & Staff Service Recognition Ceremony and Appreciation Luncheon will be held Thursday, May 11th in Pearce Auditorium from 11am -12pm. The annual event sponsored by the Staff Development Committee honors our colleagues for their years of hard work, dedication and commitment to Brenau University. This year we will award 63 employees including 5 retirees. Following the awards ceremony, lunch will be provided by Aramark on the front lawn of the Gainesville historic campus at 12:30pm. There will be games, music along with ice cream! Employees will be permitted to wear work appropriate casual wear. Feel free to bring your own blanket and/or chair from home.

DRUG-FREE WORKPLACE WORKSHOP:

Employees are **required** to review the drug free workplace policy and take a short quiz. This year the workshop will be available electronically via Canvas. Supervisors are also required to review the supervisor presentation and take the supervisor quiz (in addition to the employee quiz). The workshop and quiz will be available from **May 4-19**. This is a compliance requirement for continuing employment at the university.

“Who Dunit?” WINNERS:

Congratulations to Team “Forensic Accountants” who were the 1st group to “solve the mystery” of the Who Dunit Game sponsored by the Staff Development Committee, held Thursday, April 27th. The team consisted of: Toby Hinton, Holly Reynolds, Lisa Scroggs, Myra Patterson, Angie Graham, and Sam Mixon. Congrats!

CONGRATULATIONS 2017 GRADUATES:

Jennifer Allison	Alynn Grace
Jay Andrews	Leeah Hughes
David J. Cook	Kara Landrum
Sandra Davis	

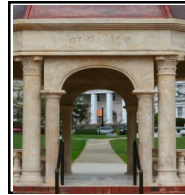
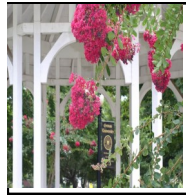
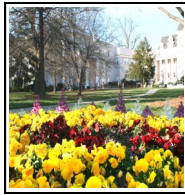
SUMMER DINING:

The Brenau Tea Room will continue to be open through the summer, but only from 8 a.m. to 1 p.m. Monday through Thursday and 8 a.m. to noon on Fridays. The menu will be limited to grill items and Brewed Awakenings, serving Starbucks coffee.

FIT COMPANY CHALLENGE:

Brenau earned bragging rights in the 2017 Fit Company Challenge on April 29! Brenau was named the Overall Top Finisher along with Top Finisher for a Large Division. We also took 1st and 2nd place for Course 1, 1st place for Course 2, and 2nd place for Course 3. Thanks to all who participated! Look for more details for next year's competition, coming April 2018.





PERSONNEL EVALUATIONS:

Annual staff performance evaluations are due to the HR Office by June 15th.

VACATION: USE IT, OR LOSE IT!

Vacation time expires as of June 30th. Should an employee have unused vacation time as of June 30th, it will be transferred to the employee's sick leave, if applicable. All absence request forms for time taken within this fiscal year should be submitted to HR before June 9th.

SUMMER DRESS CODE:

Staff may wear appropriate casual wear throughout the summer months (beginning May 19th). Check with supervisor for dates on which this is not appropriate.

WALKING FOR WELLNESS:

As part of Brenau's health and wellness initiative, the HR office encourages you to take the first STEP to a healthier life by taking part a new program, the Brenau Walking Group, a group derived from the American Heart Association's National Walking Day. This group of employees walks every Friday afternoon at 4:15p.m. Its not too late to join! please contact Kelley Maddox at kmaddox@brenau.edu if interested.