



**JOB OPENINGS:**

- Head Volleyball Coach
- Learning Tech. Support Technician
- Office Manager (NATL)

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.

**STUDENT EMPLOYMENT:**

Student workers (on federal work study or a student being paid from your departmental budget) are not permitted to begin working until they have been cleared through the HR office. All students must start the employment process with Mr. George Bagel in Career Services.

**UPCOMING DATES TO REMEMBER:**

**March 17-21:**

ADA compliance workshop for faculty (via Canvas)

**March 31:**

Faculty contracts due

Campus Campaign Days \*  
March 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.*

**PREVENTING WORKERS COMP INJURIES:**

Improving safety performance requires continuous effort and attention. If employees need assistance in reaching, carrying, and/or moving an item, please ask for assistance from Facilities if necessary. To maintain a safe work environment, all employees on every level must be committed to safety and understand that safety is everyone's responsibility.

**INCLEMENT WEATHER:**

During the winter months please be cautious of snow and ice. If you notice icy areas, please notify Facilities. If you are not yet enrolled in the e2Campus notification system, now is the time to enroll! In the event of an emergency (campus crisis, work/school cancellations, tornado, etc.), subscribers can be notified immediately of the situation, wherever they are geographically. To sign up go to <http://www.e2campus.com/my/brenau/>.

**FREE DENTAL EXAMS:**

March 21st Gainesville Dental Group (located on Thompson Bridge Rd) will be having their annual "Dentist with a Heart" day. This is a day that anyone can come for FREE cleanings, exams, x-rays, fillings and minor extractions. If interested, employees should arrive no later than 7:00 am in order to obtain a number.

**VACATION ACCRUAL & VACATION PAY UPON SEPARATION:**

Q: Is the number of vacation hours showing on my check stub the number of vacation hours to be paid should I decide to leave Brenau?

A: Not necessarily. Employees who resign and comply with the advance notice requirements will be paid for the number of "earned" and unused vacation days since July 1 of that fiscal year. Only those vacation hours "earned" as of the separation date will be paid; hours yet to be earned throughout the remainder of the fiscal year are forfeited. In other words, the number of hours showing on your check stub are available to use as of July 1 each year, but should you leave during the year, not all of the time showing would be paid upon separation. For specific details refer to FSG 3-07 A and/or FSG 3-03 B.

**SERVICE AWARDS CEREMONY & LUNCHEON:**

The Faculty and Staff Service Awards Ceremony and Luncheon is fast approaching (May 6th). Those employees who will be recognized for 5, 10, 15, 20, etc. years of service will be receiving notification via email within the next couple of weeks. If you think you should be recognized and have not been notified by the last week in March, please contact Kelley Maddox at X6270 no later than March 28th.



continued...

March 2014

#### **CHANGES TO PAYROLL PROCESSING:**

Effective March 1, 2014 all employees will be paid on their normally scheduled payroll cycle for any additional payments due to them (i.e., proctoring an exam, freshman seminar, awards, etc.). The miscellaneous payroll will no longer include payments made to employees on a regular basis and will be used only as a “correction” payroll.

#### **RETIREMENT CHANGES:**

All checks processed through the payroll system will have retirement contributions withheld (if applicable). If an employee is to be paid an additional amount for any reason, such as proctoring an exam, teaching freshman seminar, etc. retirement contributions will be included (at the same rate as the normally withheld contribution). The only exception to this rule are faculty overloads which will not include retirement withholdings.

#### **PAYROLL CHECK REQUEST PROCESS CHANGE:**

Effective March 1, 2014, all payroll check requests should be **sent to the Human Resources Office**. The HR office will review and forward to the payroll Office for processing. All payroll check requests must be submitted to HR by the 1st of the month to be included on the next payroll. *Specific payroll dates will not be guaranteed.* The updated form has been posted to the HR site for your convenience.

#### **THE CHRONICLE’S GREAT COLLEGES TO WORK FOR PROGRAM:**

Brenau is participating in the “Chronicle’s Great Colleges To Work For Program” again this year. An invitation will be sent to a random sample of our faculty and staff between the dates of March 17-April 14. If you are chosen to participate, you will be directed to a ModernThink website to complete the online survey. Thank you in advance for your cooperation!