



## HR NEWSLETTER

November 2010

Athens State University Human Resources  
300 North Beaty Street, Founders Hall  
Athens, AL 35611  
256-216-3314



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### PEEHIP WELLNESS BENEFITS REINSTATED OCTOBER 1, 2010

Beginning October 1, 2010, members and dependents covered by the PEEHIP Hospital Medical Plan or Optional Plans are eligible to take advantage of the PEEHIP Wellness Program Benefits. These benefits include:

- **Quitline** - a smoking cessation toll-free Quitline (800.784.8669) is available 24-hours a day providing live counseling from 8:00 a.m. until 8:00 p.m., Monday through Friday.
- **Weight Watchers** - a Weight Watchers benefit for high risk members who have a body mass index of 25 or more. The member's cost is \$85 for a 15-week program with PEEHIP paying the remaining \$85. Members must attend at least 12 of the 15 sessions to receive full reimbursement by PEEHIP. For more information, visit the [Alabama Department of Public Health Website](#).

**NOTE:** This process is different than when we had this benefit before. You now send your application directly to the Alabama Department of Public Health rather than to Jerrie. You will need a debit or credit card because they no longer accept checks. Questions? Contact Jerrie Smith at ext. 302 or email [jerrie.smith@athens.edu](mailto:jerrie.smith@athens.edu)

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## PERFORMANCE EVALUATIONS

Staff Performance Evaluations that cover the period of January 1, 2010 through December 31, 2010, will be due in the Office of Human Resources no later than February 28, 2011.

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## FLASHBACK

Who is the flashback? You know the one on the left. ☺ The answer will be in the next newsletter.



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## **STATE BOARD POLICY FEATURE NUMBER 324.01**

Do you ever wonder why and how Paula (ASU Inventory Clerk) keeps us all in line with our inventory control? Take a look at the State Board Policy and the Guidelines that we have to follow:

**POLICY NAME: 324.01: Capital Assets**

**EFFECTIVE: 03-24-05**

**SUPERSEDES: 324.01 issued 09-28-00; 10-26-95**

**SOURCE:**

**CROSS REFERENCE:**

1. Each institution shall capitalize all property acquired by the institution in accordance with the amount prescribed by current federal government regulations for capitalization.
2. Each institution shall conduct an annual physical inventory of capitalized items and reconcile to the financial statement for the corresponding fiscal year.

### **GUIDELINES FOR POLICY**

#### **324.01: PHYSICAL PROPERTY INVENTORY**

I. A physical property inventory shall be established to include all nonconsumable institutional personal property except all livestock, animals, farm and agricultural products under the control of a System institution. Each institution shall capitalize all property acquired by the institution in accordance with the amount prescribed by current federal government regulations for capitalization. The inventoried amount is computed as the cost of the asset plus any and all costs associated with taking physical control of the asset. The inventory shall show the complete description, manufacturer's serial number, acquisition cost, date of purchase, location, responsible officer or employee, and the college property control number.

II. An employee must be designated as property manager. Except for books, the property manager shall make an annual physical inventory of all applicable personal property. A copy of the inventory shall be submitted to the Chief Financial Officer by September 30 of each year for reconciliation to the financial statement for the fiscal year. Each inventory shall include all property acquired since the date of last inventory. When a physical inventory fails to locate property items listed on the previous inventory, then a complete explanation accounting for the property or the disposition thereof shall be attached to the inventory and submitted to the Chief Financial Officer. All property managers shall maintain a copy of all inventories submitted to the Chief Financial Officer and the copies shall be subject to examination by any and all state auditors, employees of the Department of Examiners of Public Accounts, or the Chancellor or Department of Postsecondary Education staff.

III. Each property manager shall be the custodian of, and responsible for, all physical property of the institution. When any property is entrusted to other employees or officers, the property manager shall require a written receipt of the property so entrusted, which receipt shall be executed by the person receiving the property. The employee or officer receiving the property will then be held responsible for that item of inventory.

IV. No property shall be disposed of, transferred, assigned, or entrusted to any other department, division, or employee thereof without the written permission of the property manager.

V. Whenever any property manager ceases for any reason to be the property manager, the Chief Financial Officer shall immediately notify the President in writing. College officials shall immediately check the inventories of all property for which the property manager was responsible and the successor to the property shall execute a written receipt for all property received by him or her or coming into his or her custody or control. The last payment of salary due the property manager shall be withheld until a complete reconciliation of the property inventory has been made and approved. In the event of any shortages, the property manager shall not be held accountable for property entrusted to any other employee or officer and for which he or she holds a valid written receipt of the employee or officer. These guidelines do not negate any inventory requirements under Federal Regulations.

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### NOVEMBER BIRTHDAYS

Robin Downs	3	Kelly Leigeber	15
Rochelle Biffle	5	Tracy Hicks	16
Valarie Hendrix	8	George Williams	17
Nora Lee	8	Joe Brasher	19
Deborah Tarpley	9	Amos Confer	19
Del O'Neal	10	Mark Gale	23
Phyllis Claxton	11	Jill Cook	24
Derek Newland	12	Bebe Shaw	24
Paulette Hand	13	Danny Whitson	26
Denver Betts	14	Tom Pieplow	29
Nikki Johns	14	Darlene Turner-White	29
Tina Hicks	15		

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## WELCOME NEW EMPLOYEES!!

Phyllis Claxton – Human Resources Clerk – November 1, 2010



Amy Hardeman – Computer Support Technician – November 1, 2010



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## THE NEWSLETTER

Your ideas and suggestions are welcome! Contact Suzanne at [suzanne.sims@athens.edu](mailto:suzanne.sims@athens.edu) or at ext. 314 for your suggestions and your ideas. The newsletter can be found at [www.athens.edu/hrnewsletter.php](http://www.athens.edu/hrnewsletter.php) and you will be sent an email when a new edition is put on the web.

**The Office of Human Resources is open Monday through Friday, 8:00 a.m. – 4:30 p.m. Central Time  
(except holidays)**

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