



HR NEWSLETTER

March 2011

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



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SICK LEAVE BANK

Consider becoming a member of the Sick Leave Bank today. Becoming a member of the Sick Leave Bank is easy. Go to the Human Resources portion of our website under Forms to find “Sick Leave Bank – Application to Join”. Complete the form to donate five days and forward the form to Jerrie Smith or Suzanne Sims.

Most all of us are afforded good health, but that could change overnight. One never knows when they might exhaust all of their Leave and might need to borrow from the bank. Participation in the Sick Leave Bank is strictly voluntary.



PAY DATES IN 2011 FOR ADJUNCT INSTRUCTORS

Spring Semester: End of February, March, April, and May
Summer Semester: End of June, July, and August
Fall Semester: End of September, October, November, and December



ADJUNCT SPOTLIGHT



Kim Roberts graduated from the University of Alabama in 1995 with a Bachelor's degree in Chemical Engineering. She attended the University of North Alabama at night while working full time and received her Masters in Business Administration in 2001. Ms. Roberts has over fifteen years experience in the process industry, progressing from a process engineer to production manager. She currently works at Ascend Performance Materials in Decatur, where as the Business Unit Leader, she is responsible for the overall safety, quality, production, and cost of a specialty chemicals unit.

Ms. Roberts has served as an adjunct instructor for the ASU College of Business since August 2008 and says, "I absolutely love it." She has taught both traditional and online courses and "enjoys adapting new technology into the classroom and distance learning courses to evolve the learning process for students." She currently teaches Operations Management. She has also been an adjunct instructor for Calhoun Community College in the Process Technology program.

Ms. Roberts and her husband reside in Athens. Her hobbies are reading, baking, watching Alabama football, and running. She has completed a 5K and 8K race and her goal is to run a 10K race.

Thank you for your service to Athens State!

RETIREMENT ADVISING AVAILABLE

Control Your Money Game - Mid-career Seminars

Half-day seminars for TRS members who have between 1 and 19 years of service.

Retirement Preparation Seminars

Full-day seminars for TRS members who are within 5 years of retirement eligibility.

Individual Counseling Appointments

20-minute appointments for TRS members who are within 3 years of retirement eligibility. All appointments are outside the Montgomery area.

Visit www.rsa-al.gov for the seminar schedule or contact the ASU Office of Human Resources.



ASU HOSTS RETIREMENT AGENCY SEMINAR

ASU hosted the Teacher Retirement Agency Seminar for area Human Resources, Payroll, and Insurance Personnel on Tuesday, February 8, in the Ballroom. Important information and updates about TRS, PEEHIP, and RSA-1 benefits were presented to representatives from area colleges, schools, and agencies.

Pictured: TRS Communications Staff, Ada Griffin, Mary Townes, Jane Hicks. Not Pictured: David Seal



E-FILE TAX RETURNS

The Alabama Department of Revenue has asked us to share the following information with students and employees.

“The Alabama Department of Revenue (ADOR) is encouraging taxpayers to make the big switch and join the other 1.3 million taxpayers who choose to e-file their Alabama tax returns. Fast. Safe. Accurate. For more information, go to: www.revenue.alabama.gov/incometax/FREEFILE-ONLINE.htm”



ASU STITCHERS CLUB

Calling All Stitchers!!! Can you crochet or knit??? Would you like to learn how??

Diann Shelton and Jerrie Smith are starting a stitching group that will initially meet once a month. Plans are to meet on Tuesdays at noon in the chapel (subject to change).

“We plan to make baby hats and/or blankets to donate to Athens/Limestone Hospital. These hats and/or blankets will be put into goodie bags to be given to the parents when they check out of the hospital,” said Diann.

Part of Athens State University’s goal is to reach out to the community. The desire of this club is for its service to greatly enhance ASU’s community image while contributing to a very worthy cause.

If you’re interested in joining the group or if you would like to donate yarn or money to purchase yarn, please contact either Jerrie at ext. 302 or Diann at ext. 307. Patterns will be provided.



FLASHBACK

Who is the flashback? 😊 The answer will be in the next newsletter.



Answer to last month's Flashback: Mary Simpson



**STATE BOARD POLICY FEATURE
NUMBER 606.08**

POLICY NAME:	606.08: Emergency Shelter Duty and Pay Provision
EFFECTIVE: 05-25-06	
SUPERSEDES:	
SOURCE:	
CROSS REFERENCE:	

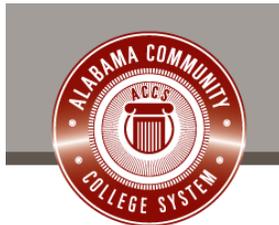
1.1 The president or president’s designee may assign employees to assist in managing and maintaining college facilities when such facilities are activated to provide shelter disaster evacuees.

1.2 Employees assigned to emergency shelter duty shall, upon certification by the president, be paid two (2) times the applicable normal rate of pay for each hour worked. This rate shall apply whether or not the workweek exceeds (40) hours and does not apply to employees paid on Salary Schedules A and B. The Chancellor will issue guidelines regarding the eligibility of and procedures for implementing emergency shelter duty pay.

GUIDELINES FOR POLICY

606.08: EMERGENCY SHELTER DUTY AND PAY PROVISION

- I. The President (or designee) will assign employees to assist in the activated shelters.
- II. Only employees with written certification from the President shall be eligible for emergency shelter duty pay.
- III. Shelter duty pay will commence upon activation of the shelter and shall cease upon instructions from the Chancellor to close the shelter.
- IV. Salary Schedule A and B employees are not eligible for emergency shelter pay.



MARCH BIRTHDAYS

Trisha Chavanne	2	Jacob Gatlin	16
Lisa Rich	2	Mary Harris	17
Kim Goedhart	5	Valerie Sellers	17
Brett Constable	6	Thomas Allen	22
Jackie Gooch	8	Robbie White	22
Jennifer Bunnell	12	Curtis Cagle	26
Tena Bullington	13	Joyce Waid	27
Jowanda Cobb	13	Wendy Hobbs	29
Bryan Kennedy	13	Wanda Redus	30
Molly Pepper	13	Dorothy Bartlow	31
Beth Reed	15		



CARNATION SALES



Members of the Staff Senate sold and delivered 350 carnations to staff and faculty on Valentine's Day.

Two of the Staff Senate members who were getting ready to make deliveries are pictured: Dana Waldrop and Lynn Frank

RETIREMENT NOTES

Important!!....Please read....Did you know?....

- You may use your RSA-1 funds to purchase permissive service credit with a governmental defined benefit plan such as ERS and TRS. If you wish to purchase permissive service credit with TRS, please contact the TRS at 877-517-0020 for information on how to make this purchase. You must complete the In-Service Transfer form to purchase permissive service credit. The form is located on the TRS website at www.rsa-al.gov
- Use the Retirement Benefit Estimate Calculator to allow you to generate an estimate of your future RSA retirement benefits; however, it does not replace the actual calculation of benefits when you retire. The DROP Calculator is designed to give you an estimate of your DROP benefit based on the information provided by you on the Retirement Benefit Estimate Calculator. It is located at www.rsa-al.gov by clicking on Calculator.
- During an active member's *first* year of participation in the TRS, he or she may purchase up to four years of eligible military service provided the member has had no previous period of eligibility. Contact 877-517-0020 for details.
- Every member who has a dependent enrolled on his or her PEEHIP coverage(s) will be required to certify to PEEHIP their dependent's eligibility. Certification may require appropriate documents to support your dependent's eligibility. See page 2 of the PEEHIP Member Handbook on details of this upcoming requirement.
- Members who are age 55 with 25+ years of TRS service are encouraged to take a look at the Deferred Retirement Option Plan (DROP) benefit. For more information, contact Suzanne at ext. 314 or Jerrie at ext. 302 today.
- New: Add your new baby during their first 45 days after birth. Go ahead and remember to add them to your dental plan as well. They will eventually have teeth! Don't wait for the Social Security card, etc. to arrive.
- Blue Cross Blue Shield cards were mailed to all current members last week. The difference in this card and the one that you received in September is an added new phone number on the back of the card. There is no change in your coverage.



RELAY FOR LIFE



The city of Athens hosted its annual Relay for Life fundraiser February 18th, in which as many as 100 city residents, leaders and business owners were arrested and held in a cell until a friend anted up bail. Our own Mike McCoy and Evan Thornton avoided jail time by posting bail. Relay for Life is a volunteer-driven cancer fundraising event of the American Cancer Society. All proceeds from the event will be donated to Limestone Relay, to be held May 13 at Swan Creek Park.

THE NEWSLETTER

Your ideas and suggestions are welcome! Contact Suzanne at suzanne.sims@athens.edu or at ext. 314 for your suggestions and your ideas. The newsletter can be found at [ASU Newsletters](#) 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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