



HR NEWSLETTER

January 2012

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



- [STAFF SENATE](#)
- [NEW EMPLOYEE](#)
- [POSITIONS AVAILABLE](#)
- [ADJUNCT PAY DATES](#)
- [W2 FORMS](#)
- [BIRTHDAYS](#)
- [JUST FOR FUN](#)
- [STATE BOARD POLICY](#)
- [FLASHBACK](#)
- [JUST FOR FUN ANSWERS](#)
- [RETIREMENT ADVISING](#)
- [ABOUT THE NEWSLETTER](#)

HAPPY NEW YEAR

STAFF SENATE DONATIONS

ASU Staff members collected donations for residents of the Athens Senior and Rehab Center. Staff Senate members delivered them in time for a Christmas surprise for the recipients.

Pictured with ASU Employees Lynn Frank, Penny Roberts, and Nikki Johns are Misty Gilbert and Tammie Black with the Athens Senior and Rehab Center (formerly Athens Convalescent Center)



WELCOME OUR NEW EMPLOYEE!



Katie Holley

Secretary, Security Office

December 12, 2011

CURRENT ASU POSITIONS AVAILABLE

Current Postings may be found at www.athens.edu/jobs



PAY DATES IN 2012 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



W2 TAX FORMS

W2 forms will be available no later than January 31. Employees will be contacted by Jerrie Smith when the W2 forms are ready to be picked up.



JANUARY BIRTHDAYS

Chad Adams	1	Kim Bell	19
Trish Di Lullo	2	Sylvia Correa	20
Chris Moss	2	Pam Bridges	22
Tony Moyers	2	Rick Roberts	22
Damon Lares	5	Char Smith	23
Andrea Martin	6	Debra Kelley	25
Linda Shonesy	7	Janet Dorning	26
Larry Covick	8	Howard Goff	26
Elaine McGill	9	Cinda Preuit	26
Jackie Russell	9	Sandra Brock	27
Debra Vaughn	9	Cathy Brett	30
Amy Hardeman	11	Kenneith Collins	31
Necedah Henderson	11	Felicia Mucci	31
Maria Stewart	12		



JUST FOR FUN

- 1. Name the one sport in which neither the spectators nor the participants know the score or the leader until the contest ends.*
- 2. What famous North American landmark is constantly moving backward?*
- 3. Of all vegetables, only two can live to produce on their own for several growing seasons. All other vegetables must be replanted every year. What are the only two perennial vegetables?*
- 4. What fruit has its seeds on the outside?*
- 5. Only three words in standard English begin with the letters 'dw' and they are all common words. Name two of them.*
- 6. There are 14 punctuation marks in English grammar. Can you name at least half of them?*
- 7. Name the only vegetable or fruit that is never sold frozen, canned, processed, cooked, or in any other form except fresh.*
- 8. Name 6 or more things that you can wear on your feet beginning with the letter 'S.'*



STATE BOARD POLICY FEATURE

601.04

POLICY NAME:	601.04 Harassment
EFFECTIVE:	10-25-07
SUPERSEDES:	601.04 issued 03-24-05; 10-24-96; 12-08-94
SOURCE:	
CROSS REFERENCE:	

1. The State Board of Education is committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, disability, or any other protected class. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination shall not be tolerated on any campus or site, or in any division, or department by any employee, student, agent, or non-employee on any institution's property and while engaged in any institutionally sponsored activities. It is within this commitment of providing a harassment-free environment and in keeping with the efforts to establish an employment and educational environment in which the dignity and worth of members of the community are respected, that harassment of students and employees is unacceptable conduct and shall not be tolerated at any of the institutions that comprise the Alabama Community College System. A nondiscriminatory environment is essential to the mission of the Alabama Community College System. An abusive environment inhibits, if not prevents, the harassed individual from performing responsibilities as student or employee and creates a hostile work environment. It is essential that institutions maintain an environment that affords equal protection against discrimination, including sexual harassment. The institutions of the Alabama Community College System shall take all the necessary steps to ensure that harassment, in any form, does not occur. Employees and students who are found in violation of this policy shall be disciplined as deemed appropriate by the investigating authority as to the severity of the offense with final approval from the President. Employees and students of the Alabama Community College System shall strive to promote a environment that fosters personal integrity where the worth and dignity of each human being is realized, where democratic principles are promoted, and where efforts are made to assist colleagues and students to realize their full potential as worthy and effective members of society. Administrators, professional staff, faculty, and support staff shall adhere to the highest ethical standards to ensure professionally functioning institutions and to guarantee equal educational opportunities for all students. For these purposes, the term "harassment" includes, but is not necessarily limited to: Slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, gender, religion, national origin, age, disability, or any other protected class. Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical contact if perceived as such by the recipient. Any contact solicited during non-traditional business hours may be perceived as harassment by recipient unless it is specifically associated with work related duties.
2. Harassment of employees or students by non-employees is also a violation of this policy. Any employee or student who becomes aware of any such harassment shall report the incident(s) to the appropriate institution official. Failure to act, which includes initial investigation, shall be deemed in direct violation of this policy.
3. Sexual harassment is a form of sex discrimination which is illegal under Title VII of the *Civil Rights Act of 1964* for employees and under Title IX of the *Education Amendments of 1972*

for students. Sexual harassment does not refer to occasional compliments; it refers to behavior of a sexual nature which interferes with the work or education of its victims and their co-workers or fellow students. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite sex or the same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature, when perceived by the recipient that:

- 3.1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunities;
 - 3.2. Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual;
 - 3.3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creates an intimidating, hostile, or offensive work or educational environment. Any incident of harassment shall be reported to the grievance officer as promptly as possible after the harassment occurs.
4. The employees of the institutions within the Alabama Community College System determine the ethical and moral tone for these institutions through both their personal conduct and their job performance. Therefore, each employee must be dedicated to the ideals of honor and integrity in all public and personal relationships. Relationships between institution personnel of different ranks, including that of instructors and students, which involve partiality, preferential treatment, or the improper use of position shall be avoided. Further, such relationships may have the effect of undermining the atmosphere of trust on which the educational process depends. Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with students or employees there is always an element of power. It is incumbent on those with authority not to abuse the power with which they are entrusted. All personnel shall be aware that any romantic relationship (consensual or otherwise) or any otherwise inappropriate involvement with another employee or student makes them liable for formal action against them if a complaint is initiated by the aggrieved party in the relationship. Even when both parties have consented to the development of such a relationship, it is the supervisor in a supervisor-employee relationship, the faculty member in a faculty-student relationship, or the employee in an employee-student relationship who shall be held accountable for unprofessional behavior.
 5. This policy encourages faculty, students, and employees who believe that they have been the victims of harassment to contact the grievance officer or other appropriate official at the institution where the alleged incident occurred. Any reprisals shall be reported immediately to the grievance officer or other appropriate official.
 6. This policy shall be distributed, communicated and implemented in a manner which provides all interested parties the opportunity to be informed of this policy. A system-wide educational program shall be utilized to assist all members of the community to understand, prevent and combat harassment.
 7. A harassment educational program may consist of seminars, workshops, videos, and/or printed materials. The educational elements of this policy seek to achieve the following goals through dissemination of this policy and providing a training program by: (1) ensuring that all administrators, faculty, students, and all employees are made aware of their rights concerning sexual harassment; (2) notifying individuals of conduct that is prohibited; (3) informing administrators and supervisors about the proper procedures in addressing complaints. This program must be administered annually and approved by Department of Postsecondary Education.
 8. The Chancellor will issue guidelines to ensure the adherence to, implementation of, and enforcement of this policy.

(Note: Guidelines may be found at http://www.accs.cc/guidelines/601.04_Guidelines.pdf)



FLASHBACK

Who is this Flashback? ☺ The answer will be in the next newsletter.



Answer to last month's Flashback: Barbara Burks, Library



ANSWERS TO JUST-FOR-FUN

1. *The one sport in which neither the spectators nor the participants know the score or the leader until the contest ends: Boxing.*
2. *North American landmark constantly moving backward: Niagara Falls ... The rim is worn down about two and a half feet each year because of the millions of gallons of water that rush over it every minute.*
3. *Only two vegetables that can live to produce on their own for several growing seasons: Asparagus and rhubarb.*
4. *The fruit with its seeds on the outside: Strawberry.*
5. *Three English words beginning with dw: Dwarf, dwell and dwindle.*
6. *Fourteen punctuation marks in English grammar: Period, comma, colon, semicolon, dash, hyphen, apostrophe, question mark, exclamation point, quotation mark, brackets, parenthesis, braces, and ellipses.*
7. *The only vegetable or fruit never sold frozen, canned, processed, cooked, or in any other form but fresh: Lettuce.*
8. *Six or more things you can wear on your feet beginning with 'S': Shoes, socks, sandals, sneakers, slippers, skis, skates, snowshoes, stockings, stilts.*



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.



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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