

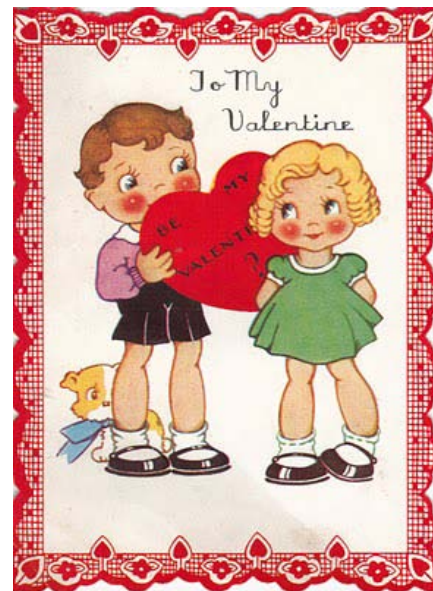


## HR NEWSLETTER FEBRUARY 2012

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



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### HAPPY RETIREMENT



*Congratulations to  
Trisha Chavanne  
who begins her  
retirement  
February 1, 2012*

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## WELCOME TO NEW POSITIONS!



*Carrie Lin*  
*AMSTI Director*  
*January 3, 2012*



*Cinda Preuit*  
*ASIM Biology Content Specialist*  
*January 3, 2012*

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## CURRENT ASU POSITIONS AVAILABLE

Current Postings may be found at [www.athens.edu/jobs](http://www.athens.edu/jobs)



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## 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



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## W2 TAX FORMS

W2 forms were mailed to your home address. Also, you are now able to access your W2 via "ASU Online". Instructions were emailed to all employees. Contact Jerrie Smith at ext. 302 with questions.



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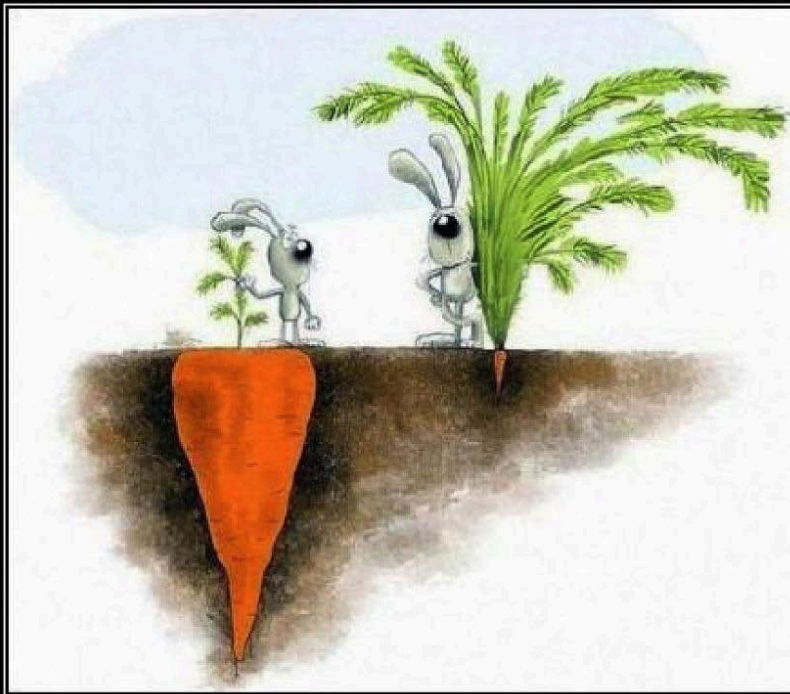
## FEBRUARY BIRTHDAYS

Deborah Schaus	2
Kevin Dupre	3
Charlotte Feigley	5
Barry Devine	7
Charles Ford	9
Molly Myhan	10
Linda Hemingway	11
Bob Searcy	12
Mike Pitsis	14
Jordon Shaw	14
Diann Shelton	16
Vicke Gatlin	25
Wanda Campbell	27
Jim Limbach	28



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## SUCCESS



**SUCCESS**

it's not always what you see

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## STATE BOARD POLICY FEATURE

### 617.01

<b>POLICY NAME:</b>	<b>617.01: Resignations</b>
<b>EFFECTIVE:</b>	03-24-05
<b>SUPERSEDES:</b>	617.01 issued 12-08-94
<b>SOURCE:</b>	
<b>CROSS REFERENCE:</b>	

1. All instructional personnel shall give written notice of resignation at least 30 calendar days prior to the beginning of a term. Each instructional staff member shall complete all instructional duties and be cleared by the President or designee for any term started, except by mutual written agreement by both parties.
2. All other personnel shall give written notice of resignation at least 30 calendar days prior to the effective date of resignation, except by mutual written agreement of the President or designee and employee.



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## 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](http://www.rsa-al.gov) for the seminar schedule or contact the ASU Office of Human Resources.



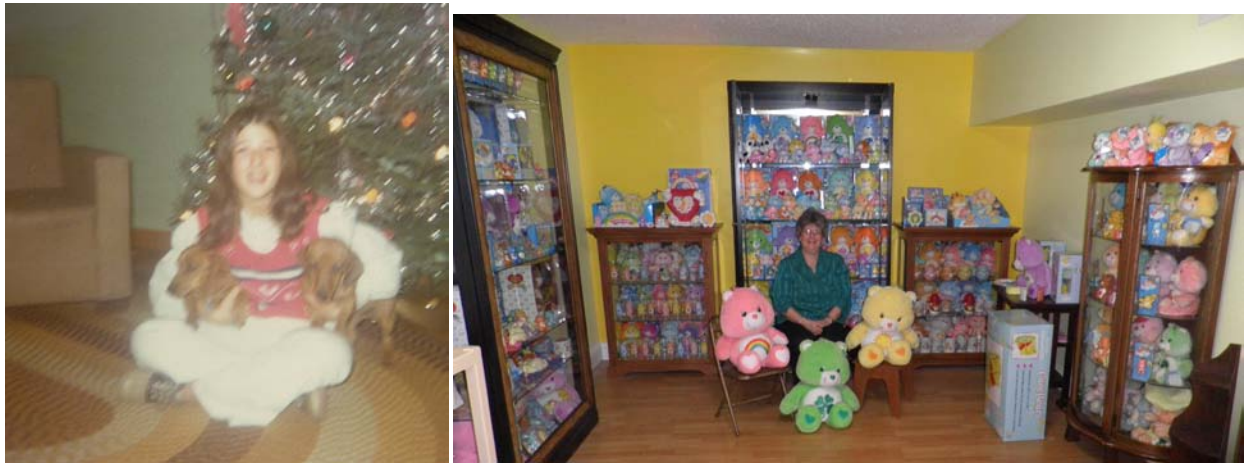
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## FLASHBACK

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



Answer to last month's Flashback: Gina Lovett, Information Desk Clerk



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## WELLNESS SCREENINGS

SAVE THE DATE  
**VOLUNTARY WELLNESS  
SCREENINGS**  
WEDNESDAY, APRIL 4<sup>TH</sup>



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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 [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)**

Human Resources | 300 North Beaty Street | Athens, AL 35611 | 256-216-3314

[www.athens.edu](http://www.athens.edu)

