



HR NEWSLETTER

MARCH 2012

Athens State University Human Resources
300 North Beaty Street, Founders Hall
Athens, AL 35611
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HAPPY RETIREMENT



*Congratulations to
Linda Rogers
who begins her
retirement
April 1, 2012*

BABIES! BABIES!



Daughter of Tony Ricks

Elizabeth Mae Ricks
Born: December 16, 2011, 2:45 a.m.
9 lbs and 2 oz, 21 inches long
Athens-Limestone Hospital



Son of Jowanda Cobb

Christian Jordan Cobb
Born: December 21, 2011, 7:36 a.m.
9lbs and 1 oz

STAFF SENATE CARNATION SALES



Members of the Staff Senate recently sold carnations in recognition of Valentine's Day.

According to Staff Senate Presiding Officer, Lynn Frank, over 300 carnations were sold and delivered by Staff Senate members. The Staff Senate would like to offer appreciation to the campus for its support.

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 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.



MARCH BIRTHDAYS

Lisa Rich	2	Mary Harris	17
Brett Constable	6	Valerie Sellers	17
Jackie Gooch	8	Bill Wilkes	19
Chris Otto	10	Tom Allen	22
Jennifer Bunnell	12	Mark Nave	22
Tena Bullington	13	Robbie White	22
Jowanda Cobb	13	Curtis Cagle	26
Bryan Kennedy	13	Wanda Redus	30
Molly Pepper	13	Dorothy Bartlow	31
Beth Reed	15		



ETHICS FORMS FOR 2011

Employees who received an email to complete the Statement of Economic Interests are reminded that those are due April 30, 2012. Please access the form at www.ethics.alabama.gov. The Statement of Economics Interests form should be sent directly to Montgomery.



STATE BOARD POLICY FEATURE

623.01

1. POLICY NAME:	623.01: Criminal Background Checks
EFFECTIVE:	December 13, 2007
SUPERSEDES:	
SOURCE:	New
CROSS REFERENCE:	

1. A criminal background check shall be conducted on all applicants and current employees at each institution.

2. Except as indicated in paragraph 3, individuals convicted of a felony or crime involving moral turpitude will not be eligible for employment. Employees hired in violation of this policy will be subject to termination in accordance with the *Alabama Fair Dismissal Act*.

3. Applicants and current employees convicted of a felony or crime involving moral turpitude must obtain a recommendation from the President for the Chancellor's approval that the applicant or current employee is suitable for employment. Factors to be considered in determining whether the individual is suitable include, but are not limited to:

- a. the proximity or remoteness in time of the conduct
- b. the risk of harm to persons or property of the institution
- c. the likelihood of the recurrence of the questioned conduct
- d. any extenuating circumstances

4. Current employees determined to be unsuitable for employment based on a felony conviction or conviction of a crime involving moral turpitude shall have the right to appeal directly to the Chancellor.

5. Within 10 days, any employee convicted of a felony or crime involving moral turpitude subsequent to a criminal background check must report the conviction to the President.

6. The Chancellor shall issue guidelines to ensure consistent compliance of this policy.

(Guidelines for Policy 623.01 may be found at www.accs.cc)



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.

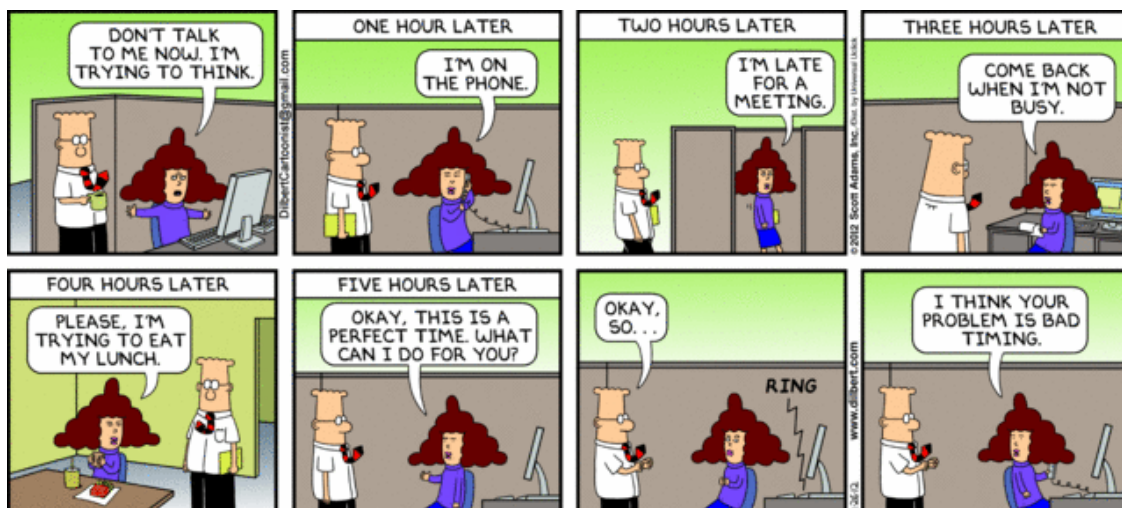


WELLNESS SCREENINGS

VOLUNTARY WELLNESS SCREENINGS

WEDNESDAY, APRIL 4TH

Student Center Ballroom
8:00 a.m. – 1:00 p.m.



FLASHBACK

Who is this Flashback? ☺ You know the sweet baby on the RIGHT.
The answer will be in the next newsletter.



Answer to last month's Flashback: soon-to-be-retired Linda Rogers, Academic Affairs



ABOUT 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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www.athens.edu

