



HR NEWSLETTER

MAY 2012

Athens State University Human Resources
300 North Beaty Street, Founders Hall
Athens, AL 35611
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ETHICS FORMS FOR 2011

Employees who received an email to complete the Statement of Economic Interests are reminded that those **were 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.



STAFF PERFORMANCE EVALUATIONS

Staff Performance Evaluations were due April 15th for review period January 1, 2011 through December 31, 2011. An updated Performance Evaluation will be introduced upon its approval to use in subsequent review periods. A current Job Description **must** be on file for each employee. Employees and Supervisors should review their job description together and attach a copy of the current description even if there have been no changes from last year's review.



MAY BIRTHDAYS

| | | | | | |
|-------------------|---|----------------|----|----------------|----|
| Tonyia Bowling | 1 | Dave Erwin | 10 | Jeff Johnson | 21 |
| Nancy Raiden | 2 | Tony Ricks | 15 | Cathy Woodruff | 25 |
| Bud Gifford | 5 | Mark Durm | 17 | Pat Bradford | 28 |
| Kim LaFavor | 5 | Evan Thornton | 17 | Jess Brown | 29 |
| Steve Clark | 7 | Gina Lovett | 20 | Ron Merritt | 29 |
| Karen Brock | 8 | James Gadberry | 21 | Jason Threet | 30 |
| Prentice Chandler | 9 | | | | |



BABIES! BABIES!



James F. Tucker
Born to Gus and Irene Tucker
April 5, 2012
~6 lbs.



JOHN BOOTY MURRAY OUTSTANDING STAFF MEMBER 2012



Dr. Glenn presents the 2012 Staff Award to Dwight Lovell. Congratulations, Dwight!

WELCOME NEW EMPLOYEES



Emily McGahee
AMSTI Elementary Specialist
April 16, 2012



Dennis Engle
AMSTI Secondary Specialist
April 30, 2012



GIVING BACK



Athens State recently held their annual Staff Appreciation Luncheon sponsored by the University Staff Senate. The luncheon honors the hard work and commitment provided to the institution by their non-faculty employees. Invitees were asked to bring a canned food item or make a monetary donation to support the ASSIST Student United Way Club's food drive. The campus United Way organization, Athens State Students Involved In Social Togetherness (ASSIST), has worked on numerous projects with local agencies such as CASA and the Limestone County Churches Involved food bank. The group is sponsored on campus by Professor of Psychology Dr. Mark Durm.

At the luncheon Athens State's Maintenance Superintendent Dwight Lovell received the John "Booty" Murray Staff Appreciation Award. The yearly award includes a monetary prize given to an employee who has gone above and beyond the call of duty to the University. Lovell very generously donated his award money to the ASSIST food drive helping the student group to achieve one of their most successful campaigns.

Attached picture: ASSIST Sponsor Dr. Mark Durm (back row center) with student members of ASSIST. On the right is Staff Senate representative Nicki Johns and Athens State's Dwight Lovell.

RETIREMENT



*Congratulations to
Jimmie Ezell
as she begins her retirement
June 1st!*

*Enjoy your retirement,
Jimmie!*

STATE BOARD POLICY FEATURE

| | |
|------------------|---|
| POLICY NAME: | 205.04: Disclosure of Employment of Relatives |
| EFFECTIVE: | 01-25-07 |
| SUPERSEDES: | |
| SOURCE: | Alabama State Board of Education Action Item IX.A.2. dated January 25, 2007 |
| CROSS REFERENCE: | |

1. DEFINITIONS

A. **Employing Authority.** For the purposes of this policy, Employing Agency includes: the Chancellor of the Alabama Department of Postsecondary Education, a member of the Alabama State Board of Education, a President of an Alabama Community College System college or university, a System-level Director of any other Alabama Community College System agency, entity, or department, including CITY Program, Skills Training Consortia, Alabama Industrial Development Training Institute and Alabama Technology Network.

B. **Relative.** For the purposes of this policy, Relative includes the following: spouse, dependent, adult child and his or her spouse, parent, spouse's parents, sibling and his or her spouse, of an Employing Authority.

2. EMPLOYMENT OF RELATIVE

As a part of the employment process, within 15 calendar days of the employment of an individual by the Employing Authority of an Alabama Community College System department, agency, entity, or institution, regardless of placement on salary schedule, position, or compensation, and regardless of whether the employment is temporary or the result of a search process, the individual shall complete a Family Relationship Disclosure Form. Such form shall contain the name of the individual; the name of the Alabama Community College System department, agency, entity, or institution employing the individual; the position and/or title for which the individual is employed; the salary schedule, rank, step, and annual salary of the individual; and the date on which employment commences. Such form shall also contain a statement by the individual regarding whether the individual is a relative of any Alabama Community College System Employing Authority and shall identify such Employing Authority and such relationship.

3. REPORTING

Upon completion of the Family Relationship Disclosure Form, it shall be forwarded immediately to the Employing Authority of the Alabama Community College System department, agency, entity, or institution employing such individual. The Employing Authority, within 15 calendar days of receipt of a form disclosing the employment of a relative of any Alabama Community College System Employing Authority, shall provide a copy to the Chancellor of the Alabama Department of Postsecondary Education. The Chancellor shall provide a notice of such disclosure to the members of the Alabama State Board of Education on a monthly



FAMILY RELATIONSHIP DISCLOSURE FORM

A Family Relationship Disclosure Form is already on file for each employee, but if your family relationship status changes, complete a new Disclosure Form and return it to the Office of Human Resources. See State Board Policy 205.04 above for details.

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.



ADMINISTRATIVE PROFESSIONALS DAY



Members of the Athens State Staff are shown enjoying the activities of the Staff Appreciation Luncheon on April 17 in recognition of Administrative Professionals' Day. Andy John King was the guest speaker.



FLASHBACK



Answer to last month's Flashback: Evan Thornton, Business Manager



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

