

# the Personnel Touch

ARCHIVES

Prepared monthly by FIU Personnel Department. An internal communication on FIU Personnel matters, policies, procedures and benefit information. Suggestions on content may be sent to the Personnel Department in PC 510.

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**CAREER SERVICE SALARY INFORMATION -**  
FIU has received the final instruction package with regard to the implementation of the 1977-78 salary increases for career service personnel. Career Service salary increases will fall into one or more of the following four categories according to DOA guidelines: statewide competitive salary adjustments, competitive area differentials, minimum annual salary increases, and merit pay increases.

Statewide competitive salary adjustments are permanent increases class by class to place the state in a more competitive position in recruiting and retaining employees. (Think of these as class adjustments, new minimums and maximums for each class).

Competitive area differentials are additional pay rates, by class, above the statewide pay rate for classes used in a local area where it is determined that the statewide pay rate is not high enough to meet the local competition in that area. All employees in classes designated with a competitive area differential will receive the adjustment regardless of time of service in that class. (The majority of classes within Dade County have received this differential).

Minimum salary increases are being granted to employees who have more than 12 months continuous state service on September 1, 1977, but whose adjustments as a result of statewide competitive adjustment and competitive area differentials are less than \$600.00. This increase will bring the total to not less than \$600.00.

Merit increase is the term commonly referred to for rewarding meritorious performance.

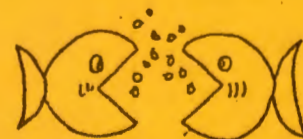
According to the new rules, all adjustments and increases will be effective September 1, 1977 and no other merit or salary adjustment will be allowable the remainder of the year. All career service anniversary dates shall be changed to 9/1/78.

Only career service employees having six months or more of continuous and satisfactory service as of September 1, 1977 (employed on or before March 2, 1977) shall be eligible to receive a merit increase. Employees who receive an evaluation of conditional or unsatisfactory are not eligible for a merit pay increase.

Career service employees may receive adjustments and merit increases even if it puts them above the maximum for the new range. Career service employees who are already above the maximum for their range may also receive both the adjustments and merit increases unless they are above the maximum of the new range as a result of a demotion or reclassification downward, in which case special instructions apply.

The Career Service Pay Plan will be received shortly. The new salary ranges with minimums and maximums will be posted for your information.  
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**HOLIDAY - LABOR DAY**  
Labor Day is Monday, September 5th.  
Have a happy and safe Holiday!



**DIALOGUE DAY**  
September 14th, Wednesday, at 2 P.M.  
we'll meet in University House,  
Room 210. Mark your calendars!  
Tentative Agenda - Film titled  
"The Nuts and Bolts of Performance  
Appraisal".

SAVE \$\$\$ - RECREATIONAL DISCOUNT CARDS AVAILABLE.

Florida offers some of the best vacation spots in the country. Your University discount cards will save expenses if you choose some of our more famous attractions to visit. Disneyworld is featuring a new electrified parade and a three decked floating riverboat, the Empress Lilly, with elegant dining rooms and a variety show bar. We also have discount cards for Sea World and Circus World. We invite you to stop by the Personnel Office for your cards and helpful brochures.

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EMPLOYEES GOING ON LEAVE OF ABSENCE WITHOUT PAY - To insure continuance of Health Benefits and other insurances, be sure to take the following steps:

- 1) Contact Payroll regarding your insurance before your leave starts,
- 2) Be sure your premiums are paid on time while you are on leave,
- 3) If you do not want to keep your insurances, please notify Payroll.

If you do not make arrangements prior to going on leave, the State Health Benefit Office will cancel your coverage. Once your coverage is cancelled, you must fill out a Medical Statement Application which must be approved by Blue Cross/Blue Shield before you can resume coverage.

We cannot stress enough the importance of taking care of your insurances before you go on Leave of Absence. In order to avoid the above hassle, please be careful about premium payments.

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LIFE INSURANCE - OPEN ENROLLMENT

Guaranteed Issue Permanent Life Insurance Open Enrollment begins 8/29/77. Guaranteed issue means no medical examination is required and it is non-cancellable. Who may enroll? Full time FIU salaried employees, their spouses and dependent children. Brochures describing this coverage will be distributed through inter-campus mail shortly. Questions may be directed to the Personnel Department at Extension 2181.

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CHAPTER 22K-1 - HMO MEMBERSHIP OPTION, EFFECTIVE 6/30/77.

According to Public Law 94-460, certain employees are eligible to participate in a federally-qualified health maintenance organization. In order to be eligible to belong to an HMO, one must reside in a specific mile radius of the HMO facility. At this time, there will be little impact on FIU employees since the only approved facility is in Daytona Beach. However, if Florida follows the track record in other states, additional HMO's will be established. More than likely, there will be one in the Miami area at some future date.

HMO is an alternate health program. The State's contribution for health insurance in the present state insurance plan shall then be placed in the HMO plan with the employee bearing any additional costs.

Further information regarding services HMO offers will be placed in the Personnel Touch as soon as we receive it.

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	9/5 Labor Day Holiday		9/7 Sign-on Deadline C.S. Senate	9/8 C.S. time cards due	9/9 Payday	
		9/13 OPS & CWS time cards due	9/14 Dialogue Day	9/15 A & P Senate		
			9/21 Sign-on Deadline C.S. Senate	9/22 C.S. time cards due	9/23 Payday	
		9/27 OPS & CWS time cards due & Univ. Council Mtg.				