

AD  
7

000007

ARCHIVES

# the Personnel Touch

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.

Vol. 1, No. 4  
September, 1977

"WELCOME" to those joining the FIU Community and a "WELCOME BACK" to those re-joining us!  
\*\*\* \*\*

### FLORIDA RETIREMENT SYSTEM

FRS Bulletin which contains the latest information on retirement is available in the Personnel Department. If interested, call extension 2181 for a copy.  
\*\*\* \*\*

AVOID A DEAD BATTERY! CHECK YOUR LIGHTS BEFORE LEAVING YOUR AUTOMOBILE.  
\*\*\* \*\*

### DOCTOR'S NOTE

We have been asked to clarify what a Doctor's Note should contain. A Doctor's Note should contain the following information: 1) The nature of the patient's illness, not just the phrase "under my care". 2) The date(s) the patient was under the doctor's care. 3) The date the patient is able to return to work. 4) It should note any work-related limitations caused by the illness. 5) Of course, the doctor must sign it.  
\*\*\* \*\*

### DIALOGUE DAY



### DIALOGUE DAY

OCTOBER 13, THURSDAY, 2 P.M., UH210. Agenda - Rick Sanchez of the Southeast Bank and Leila Walker of our Learning Resource Center. Many Career Service employees have asked that we change Dialogue Day from Wednesdays to Thursdays. Therefore, beginning October, Dialogue Day will be the 2nd THURSDAY of the month instead of Wednesday.  
\*\*\* \*\*

### SAFETY CORNER

Notification of HEW 504 Compliance - The Department of Health, Education and Welfare has passed new rules implementing the provisions of Section 504 of the Rehabilitation Act of 1973, forbidding discrimination against the handicapped in programs or activities receiving federal financial assistance.

The Environmental Safety & Health Division of the University Dept. of Public Safety has been designated to coordinate our HEW 504 Compliance efforts. The personnel office will continue to process and recruit all employees inclusive of handicapped persons.

A Disabled Accessibility and Facilities Committee was formed in November of 1976. The Committee consists of disabled and ambulatory; faculty, staff and students. They serve in an advisory capacity to the University and they address such problems as design, accessibility, and other issues that arise in helping the University to maintain its nondiscriminatory policies and procedures.

This is to serve as an official notification that Florida International University does not discriminate in admissions or access to, or treatment or employment in its programs and activities.  
\*\*\* \*\*

FIRE PREVENTION WEEK - OCTOBER 9-15  
BUT

FIRE SAFETY IS A YEAR-ROUND CONCERN!  
\*\*\* \*\*

INSURANCE COVERAGE - Faculty & Staff members who are presently enrolled for their maximum coverage on Group Term Life Insurance or Group Long Term Disability Insurance may increase their coverages, with no evidence of insurability, to reflect salary increases. This must be done this month. Call 2181 for information.  
\*\*\* \*\*



The University of Miami Credit Union offers FIU employees the following services:

Loans for -

- Tuition & School Expenses
- Faculty Summer Living Expenses
- Vacations
- Recreational Vehicles/Boats/Trailers
- New & Used Cars
- Medical & Dental Expenses
- Home Improvements/Appliances
- Consumer Goods
- Taxes

Other Services

- Share Accounts
- Christmas & Vacation Club Account
- Travelers Checks
- Free Notary Service for Members

A representative from the Credit Union will be at the North Miami and Tamiami Campuses in November. Check next month's Touch for exact dates.

For additional information, contact the Personnel Department.

\*\*\* \*\*

TAX RETURN TIP- By designating one of your parents as the specific recipient of your support payments, it is possible to receive a dependency exemption for at least one parent. If not designated, the IRS will split your contribution between parents and assume you provided equal support to each, thereby giving you no exemption for either parent. By preparing a written agreement memo between one parent and yourself, or by having all clothing, medicine, etc., bills of one parent sent to you and paid for by check, you can satisfy the designation requirements of Revised Rule 72-591. Copies of bills, in

addition to your cancelled checks, should be retained as proof. This same sort of arrangement can be made where you contribute to the support of another household that includes two or more relatives, as long as you designate one relative as the recipient of your support payments and he/she meets the other IRS requirements of dependency.

\*\*\* \*\*

GOOD NEWS!

Blue Cross/Blue Shield is now testing an automated system to piggy-back basic claims with major medical claims. After paying the basic Blue Cross/Blue Shield claim, the unpaid balance will be automatically sent to Major Medical to set up a major medical claim. Assuming the deductible is satisfied, a claim payment is initiated. This will drastically reduce the lengthy turnaround time for claim payment since now you will not have to file a Major Medical claim. Example: A doctor's bill is \$750 and according to the basic plan, only \$500 is paid for that service. The remaining \$250 balance is automatically sent to Major Medical to set up a claim and the appropriate claim payment is initiated (usually 80%). If successful, this should be fully operative by the 1st of the year.

Note:- This does not eliminate all Major Medical applications since such items as prescription drug claims still have to be initiated by you.

A Health Benefits information meeting will be held October 26th at 11:30 AM to 1:30 PM in UH210. Slides will be shown and a discussion of benefits will follow. Special orientation meetings will be scheduled at regular intervals in the near future.

\*\*\* \*\*

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			10/5 Sign-On Deadline C.S. Senate	10/6 C.S. time cards due	10/7 Payday	
		10/11 OPS & CWS time cards due		10/13 Dialogue Day		
			10/19 Sign-on Deadline C.S. Senate	10/20 C.S. time cards due A & P Senate	10/21 Payday	
		10/25 OPS & CWS time cards due Univ. Council Mtg.	10/26 Blue Cross/ Blue Shield Meeting			