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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.

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TIME CARD DUE DATES

Because of the Holidays, please be sure to turn in your time cards by the following dates:

- December 14 - Career Service
- December 16 - OPS and CWS
- December 28 - Career Service
- December 30 - OPS and CWS

DIALOGUE DAY



December 15, 1977, Thursday, 2 P.M.
We'll meet in University House, Room 210. We have scheduled, Mr. Tillotson, an HMO representative to attend this meeting to explain HMO benefits and respond to any questions you may have.

SAVE ENERGY - KALAKA!

Can you guess what language this is and what it means?
(See next month's issue for answer.)

SAFETY

The following is a list of First Aid Kit locations for North Miami:

- 148 Admissions and Records
- 114 Student Services
- 150 Personnel Library
- 210 Provost's Office
- 310 Health & Social Services Maintenance Shop
- Physical Plant Trailer

Please see the October edition of Personnel Touch for the location of First Aid Kits on the Tamiami Campus.

SOCIAL SECURITY SUMMARY

Basic Social Security tax covers old age, survivors, & disability insurance (OASDI). There is an additional hospital insurance tax, withheld at the same time & on the same base. Employers and employees each pay the same amount, 5.85% of the first \$16,500 annual earnings. (It is anticipated that as of Jan., 1978 the new rate will be 6.05% & the taxable wage base, is expected to go up to \$17,700.)

Eligibility for Benefits -- Eligibility for benefits under the Social Security Act is determined by quarters of coverage. An employee is credited with one quarter of coverage for each calendar quarter (Jan. to March, April to June, etc.) in which he/she is paid at least \$50 in covered employment. You must be fully insured by either of two tests: 1) if you have at least 40 quarters of coverage since 1936; or 2) if you have at least one quarter of coverage for each year since 1950 (or after the year you became 21, if later) and before the year you become disabled, die or turn 62.

To be "currently insured" you must have not less than 6 quarters of coverage during the 13 calendar quarters ending with the quarter in which you die or become entitled to retirement or disability benefits.

Retirement Benefits -- The monthly Social Security check you receive after retiring fully insured depends upon your average earnings in covered employment during the time used to figure your benefits. You can retire before 65, but your payments will be permanently reduced. The earliest age you can retire is 62. If you retire on your 62nd birthday and apply for benefits immediately, you get 80% of the monthly amount you would be entitled to if you waited until 65. If you don't retire at 65 but continue working, your benefits will be increased 1% for each year you delay your retirement, up to age 72.

Your dependents in any of the following categories may be entitled to benefits:

Social Security Summary Con't.

- *Wife or dependent husband at least 62 years of age
- *Wife/husband at any age if she/he cares for your child (under 18 or disabled who is entitled to Social Security)
- *Unmarried children under 18 (or 22 if full time students)
- *An unmarried child who became disabled before reaching 22 and has remained so since, or whose disability recurs within seven years of the termination of his/her earlier entitlement to benefits
- *Grandchildren living with you, if their parents are dead or disabled
- *Divorced wife if she (a) is at least 62, and (b) was married to you for over 20 years.

Benefits are not automatic. You should contact the Social Security office at least 3 months before your anticipated retirement date.

MORE TO COME ABOUT SOCIAL SECURITY NEXT ISSUE.

HEALTH MAINTENANCE ORGANIZATION (HMO) MEMBERSHIP OPTION

The State Department of Administration has advised us that the American Health Plan, Inc., 1701 N.E. 164 St., North Miami Beach, Fla. 33162, (305) 944 2921, has been included in the State Employees Group Health Insurance Program. All employees residing in Dade and Broward Counties are eligible to elect the HMO option. The State further advises that they are not discouraging or encouraging participation or otherwise endorsing the HMO plan. Reentry into the State health insurance plan can only be effected by providing evidence of insurability satisfactory to the insurance carrier through submission of a medical

statement application, unless the employee becomes ineligible for HMO membership (but remains eligible for participation in the State Health Insurance Plan) then such employee may reenter the State Health Insurance Plan without submission of a medical statement application.

A representative will be on campus during Dec. & Jan. (see calendar for exact dates) to explain HMO benefits and to respond to any questions you may have. Meetings will be at UH 210 from 10 AM to 12 noon on 12/8 and 12/14 and from 2 to 4 PM on 12/15.

MINIMUM WAGE CHANGES SET FOR JAN. 1, 1978

Under a compromise measure passed by Congress and waiting to be signed by President Carter, the federal minimum wage rate will go up to \$2.65 per hour on January 1, 1978. And there'll be subsequent boosts under the new law: \$2.90, eff. 1/1/79; \$3.20, eff. 1/1/80; and \$3.35, eff. 1/1/81.

DID YOU KNOW

The average cost of a business letter is around \$4.00? This figure is based on the cost of stationery, the labor involved in composing, typing and handling the letter plus postage and filing costs.

INFORMATION AVAILABLE

The following pamphlets are available in Personnel: Supervisor's Guide to Performance Evaluation, Career Service Guide to Performance Evaluation, Supervisor's Guide to Probationary Period, and Career Service Grievance Procedure.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					12/2 Pay Day	
			12/7 C.S. Senate	12/8 HMO Meeting		
			12/14 Sign-on Deadline C.S. time cards due HMO Mtg.	12/15 Dialogue Day A&P Separate	12/16 CWS & OPS time cards due Pay Day	
			12/21 C.S. Senate			
	12/26 Christmas Holiday	12/27 University Council Meeting	12/28 Sign-on Deadline C.S. time cards due		12/30 CWS & OPS time cards due Pay Day	