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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.

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A.W.O.C.

Don't be A.W.O.C. (Absent Without Calling). When you are not able to come to work, call your department as soon as you can. If you know beforehand that you will need to be absent, please advise your supervisor in advance.

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THOUGHT FOR THE MONTH

Minds are like parachutes, they only function when open!



**We don't
want to be a nag . .**

BUT HAVE YOU CHANGED YOUR ADDRESS?

If you have moved and not yet reported your new address to the Personnel Department, please do so as soon as possible to insure accurate Personnel records.

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SAVE ENERGY - KALAKA!

If you haven't been able to figure out what the word means - KALAKA is Carpool in Babylonian - so, KALAKA whenever possible, it'll help us all!

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HISPANIC EMPLOYEE ASSOCIATION

Meeting will be January 20th in DM 100 at 12:30 P.M.

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HEALTH MAINTENANCE ORGANIZATION (HMO) MEMBERSHIP

The enrollment dates for the American Health Plan will be 1/9 - 1/11 - 1/13 - 1/18 - 1/20 - 1/23 - 1/25 - 1/27 - 1/31 - and 2/2. Enrollment will be at University House, Room 316, from 9 A.M. to 11 A.M. and from 3 P.M. to 5:30 P.M. Also on 1/16 from 9 A.M. to 11 A.M. and from 3 P.M. to 7 P.M.

Enrollment at North Miami Campus will be on 1/11 during Dialogue Day from 10 A.M. to 12 noon in TC 333B.

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MORE SOCIAL SECURITY INFORMATION

Work after Retirement--There is a limit on the amount of money you can earn and still collect Social Security benefits. For 1977, if you earn more than \$3,000 in the year, \$1 in benefits is withheld for each \$2 you earn over \$3,000. If you receive retirement benefits, your earnings may affect yours and your dependent's benefits. If a dependent works, his/her earnings will affect only his/her benefits.

Social Security Disability Benefits

If you should become severely disabled, you can start drawing monthly Social Security benefits (after a 5-month waiting period) just as if you had reached retirement age. Your dependents can also draw benefits on the same basis as a retired employee's.

To be eligible you need medical proof showing you are unable to do any sort of substantial work for pay because of physical or mental disability, and this disability has lasted, or can be expected to last, not less than 12 months. Also, you must be "fully insured" and have had five years (20 quarters) of coverage in the last ten years prior to your disability. A worker who

- Continued -

MORE SOCIAL SECURITY INFO (Cont.)

Social Security Disability Benefits- becomes disabled between 24 and 31 can qualify for disability benefits if he/she worked in one half of the quarters between the time he/she is 21 and the time he/she is disabled. A person disabled before age 24 is eligible if he/she worked six quarters of the last 12. (There are special rules for disabled blind people.)

The amount of your monthly disability benefit is the same as the amount of the retirement benefit you would get if you were already 65.

Cost-of-Living Adjustments-In June of each year, all benefits will be subject to adjustments to keep them in line with living costs. If the government's Consumer Price Index rises 3% or more between the first quarter of the preceding year and the first quarter of the current year, all benefits are increased by the same percentage in June of the current year. However, if a general increase is enacted by Congress in any year, or if such an increase becomes effective for any year, there can be no cost-of-living adjustment for the next year.

FIU GETS NEW TRAINING MANAGER
Gene Pugh, under the direction of the Director of Personnel, Pat Caruso, joined FIU as Training Manager effective December 19, 1977.

Gene, a 30 year old native of Miami, has done extensive work in the area

of employment and personnel services. He has approximately six (6) years as an employer representative with the Florida Department of Commerce and one (1) year as a personnel generalist with the Department of Health and Rehabilitative Services. He received his BA degree in Personnel Management from the University of South Florida in Tampa and is continuing studies here at FIU.

Gene is very interested in a successful, practical and valuable employee training program at FIU. His ideas are fresh, open and positive. He has expressed that the value of FIU's training program is dependent on the constituents of the university, i.e., the administration, all the senates, and each and every supervisor and employee.

"We need to know what is happening in the departments; we need to know their needs and concerns; and we urge everyone to take their training activities seriously. We would like for the Departments to use us as a source. Training can ease communications between supervisor and employee, managers and managers, and employee and employee; lessening the work load of all concerned; and making the work day of every member of FIU happier and more rewarding."

Know your trainer, talk with him. If you have questions or suggestions, please give them to him. You can contact Gene, Monday thru Friday at extension 2181, or in the Personnel Office, Room 510 of Primera Casa. Join us in welcoming him to FIU!

HAPPY HOLIDAYS ***** MUNG GIANG SINH ***** FELIZ NAVIDAD

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1/1 New Year's Day	1/2 Holiday		1/4 C.S. Senate			
			1/11 Dialogue Day at No. Miami Sign-On Deadline	1/12 Dialogue Day C.S. time cards due	1/13 Pay Day	
		1/17 CWS - OPS time cards due	1/18 C.S. Senate	1/19 A & P Senate		
			1/25 Univ. Council Meeting Sign-On Deadline	1/26 C.S. time cards due	1/27 Pay Day	
		1/31 CWS - OPS time cards due				