

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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TRAINING - CONTROLLER'S OFFICE FORMS

The predominant opinion of the Controller's Office Forms Workshop was that it was "good and helpful". Many participants gave constructive suggestions. They felt similar workshops should be given more often, and wished more time had been devoted to the departmental ledgers. We will implement these and other suggestions in future sessions.

U.S. SAVINGS BONDS

Please note that the following Cabinet Resolution on Savings Bonds was sent to us by Gerald A. Lewis, Comptroller of Florida. It reads as follows:

WHEREAS, the Payroll Deduction Plan is available to state employees for the purchase of U.S. Savings Bonds, which is an easy, safe and systematic way of investing in their government, which also contributes to the economic stability of our nation, and

WHEREAS, the State of Florida provides the Payroll Deduction Plan to its employees, only 8,000 state employees are currently participating in the program, and

WHEREAS, The State of Florida is desirous of enrolling 10,000 new state employees in purchasing U.S. Savings Bonds through the use of the Payroll Deduction Plan.

NOW, THEREFORE, BE IT RESOLVED, that the Governor and Cabinet of the State of Florida officially proclaim the period of April 1 through April 30, 1978, as

U.S. SAVINGS BONDS MONTH FOR STATE EMPLOYEES

in Florida and do urge all employees to participate, or further participate, in this very worthwhile program for the benefit of themselves and the country.

IN TESTIMONY WHEREOF, the Governor and Cabinet of the State of Florida have hereunto subscribed their names and have caused the Official seal of the said State of Florida to be hereunto affixed in the City of Tallahassee, Florida on this 7th day of March, A.D., 1978.

Questions and Answers

Q. AFTER I ENROLL, WHEN DO I GET MY BOND?

A. Bonds are scheduled to be mailed the 20th of each month for accounts having sufficient amounts to purchase bonds by the last day of the preceding month. Note: Deductions are put into the account as of the warrant date.

Q. WHY CAN'T I PURCHASE 3 BONDS A MONTH AND DESIGNATE EACH OF MY THREE CHILDREN AS AN OWNER OF EACH ONE?

A. Bonds are issued and inscribed by a computer program which allows for only one owner, one co-owner or beneficiary, and one denomination of bond per contributor per month. You may purchase as many bonds as you wish but they will all be of the same denomination and inscribed alike.

Q. WHEN DO I GET MY REFUND?

A. Refunds are generated automatically when the bonds are run and an employee shows deductions but no active enrollment card. These refunds should be received by the 10th of the following month. When cancellation is requested, the enrollment is cancelled the month following the last payroll deduction. Example: The Bond Program Office is notified that an employee wishes to cancel participation in the bond program and their last deduction on payroll warrant date, March 25, 1978, would give them a balance of \$25 in their account. Assuming the employee had requested a \$25 Savings Bond at a cost of \$18.75 each, they would be issued a bond of this denomination on April 20, 1978. When bonds were run in May a refund of \$6.25 would be generated and the employee would receive the refund warrant by the 10th of June, 1978.

Q. DOES IT MAKE ANY DIFFERENCE WHAT DENOMINATION OF BOND I CHOOSE?

A. Not unless your deductions won't be enough to purchase a bond a month, then you should choose the lowest denomination bond so your bond can start earning interest at the earliest possible date.

Q. IS THERE ANY MINIMUM OR MAXIMUM AMOUNT I CAN HAVE DEDUCTED FROM EACH PAYROLL PERIOD TOWARD THE PURCHASE OF A BOND?

A. No.

Q. WHAT IS THE PRESENT RATE OF INTEREST?

A. 6% guaranteed to maturity. Bonds purchased now will mature in 5 years.

DIALOGUE DAY

Please note that Dialogue Day for April on Thursday, the 13th, is being postponed until next month, Thursday, May 11th, at 2 P.M. in UH 210.

TRAINING

Judging from the feedback on the program evaluation forms, FIU training program, "Public Contact, Chore or Challenge?" coordinated by Gene Pugh was an overwhelming success. It was well attended, "entertaining, informative, and employees got what they came for." That's quite a compliment to everyone involved (Dean Terry L. Spence and University Relations, Student Affairs, Campus Services, Media, employees who attended, every department that permitted employees to attend, Personnel - Training), and Training plans to do everything possible to maintain that level of programming.

Many participants made comments about "Public Contact, Chore or Challenge?". Some of the comments are listed below:

"I enjoyed it very much, found it very informative and well put together."

"We could use more seminars of this kind..."

"Leave time for discussion and help people to realize you want to hear what they have to say. Discussion not only airs problems; it brings people together as a community, creates family feelings and develops loyalty to the institution."

[Dialogue Day is good for this.

Please respond to the questionnaire that will be distributed soon.]

"Invitations to: (1) student assistants, (2) faculty, (3) chairpersons.

"Bosses should have been present - especially for the telephone company's film -- dialing your own calls!!!"

"Would like to have the same session offered again for those who missed it."

Every program should be worth the employee's time, and that requires: (1) that employees (from the front counter to the President's Office) let us know their training needs; (2) thorough planning -- planning with the audience in mind. Training sessions should be concise, entertaining and informative. They should be designed to make the participant's job and the participant's supervisor's job more pleasant. That same pleasantness can be seen in the overall image of F.I.U."

Thanks for the good feedback you provided us.

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SAFETY - CPR TRAINING CLASSES

Three Cardiopulmonary Resuscitation (CPR) classes will be offered on the Tamiami Campus according to the following schedule:

March 27th	UH 212D	7 to 10 P.M.
May 11th	UH 213W	7 to 10 P.M.
May 25th	UH 213W	7 to 10 P.M.

The classes will be given by the FIU Safety and Environmental Health Office in conjunction with the American Heart Association. Each three hour class is limited to 25 persons, so please have them contact us at the Safety and Environmental Health Office at extension 2621 for reservations and any questions they may have.

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CURRENT RECREATION DISCOUNT CARDS

We have received the new discount cards for Disney World, Sea World, Circus World and Busch Gardens. Please stop by Personnel to pick up your new cards if yours have expired.

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			4/5 C.S. Senate Sign-on Deadline	4/6 C.S. time cards due	4/7 Pay Day	
		4/11 CWS-OPS time cards due				
			4/19 C.S. Senate Sign-on Deadline	4/20 C.S. time cards due A & P Senate	4/21 Pay Day	
		4/25 CWS-OPS time cards due Univ. Council Mtg.				