

AD 7A

AC00ER7

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. 2, No. 4
April, 1978

OPERATIONAL SERVICES UNIT ELECTION

The Public Employees Relations Commission (PERC) has approved a consent election agreement between the State of Florida, the State Coalition of Public Employees (SCOPE) and the American Federation of State, County and Municipal Employees (AFSCME).

PERC will mail ballots to the homes of the Unit employee at the address on the election eligibility list. Employee will have five weeks to return ballot to PERC.

Only those unit employees who were employed as of March 30, 1978 biweekly, and March 31, 1978 monthly are eligible to vote.

The following class titles are included in the Unit:

- 0721 Illustrator I
- 0722 Illustrator II
- 2000 Laborer
- 2010 Trades Helper
- 2011 Maintenance Repairman
- 2025 Painter
- 2035 Maintenance Mechanic
- 2050 Locksmith I
- 2056 Refrigeration Mechanic
- 2110 Duplicating Equipment Operator
- 2121 Pressman I
- 2122 Pressman II
- 2201 Groundskeeper I
- 2202 Groundskeeper II
- 2322 Custodial Worker
- 2365 Building Construction Coordinator
- 2371 Building Construction Superintendent
- 2501 Laboratory Mechanic Machinist I
- 2522 Electronic Technician II
- 2705 Automotive Equipment Mechanic I
- 2706 Automotive Equipment Mechanic II
- 2731 Motor Vehicle Operator I
- 3012 Engineering Technician II
- 3013 Engineering Technician III
- 3211 Laboratory Technician I
- 3212 Laboratory Technician II
- 3217 Laboratory Technologist II
- 3216 Laboratory Technologist I
- 6531 Radio Television Engineering Tech.

There are a few classifications excluded from Unit participation due to the confidential or managerial nature of the classification. These are:

- 2225 Landscape & Groundskeeping Supt. I
- 2335 Maintenance Superintendent I
- 2348 Asst. Physical Plant Svcs. Dir. I
- 2514 Manager of Laboratories

*** *** ***

DIALOGUE DAY



PLEASE NOTE THAT DIALOGUE DAY HAS BEEN DISCONTINUED AND WILL BE HELD ON AN AD HOC BASIS WHENEVER THERE ARE IMPORTANT MATTERS TO DISCUSS.

*** *** ***

CREDIT UNION INFORMATION

A STEADY RISE IN THE COST OF MAINTAINING SHARE ACCOUNTS MADE IT MANDATORY FOR THE DIRECTORS OF THE UNIVERSITY OF MIAMI CREDIT UNION TO ESTABLISH THE FOLLOWING POLICIES:

- 1) MEMBERS ON THE UNIVERSITY PAYROLL, WHO DO NOT HAVE A LOAN ACCOUNT WITH THE CREDIT UNION, MUST MAINTAIN A MINIMUM SHARE BALANCE OF \$50.00.
- 2) MEMBERS, NO LONGER ON THE UNIVERSITY PAYROLL, MAY RETAIN MEMBERSHIP IN THE CREDIT UNION ONLY IF THEY MAINTAIN A MINIMUM BALANCE OF \$200.00.

A CREDIT UNION ACCOUNT MAY NOT BE USED AS A CHECKING ACCOUNT, AND PERIODIC WITHDRAWALS WILL FORCE US TO CLOSE THE ACCOUNT.

CREDIT UNION PAYS 5 3/4% PER ANNUM ON REGULAR SAVINGS - WHY BE SATISFIED WITH LESS? START TODAY! DEPOSITS ACCEPTED BY MAIL, IN PERSON OR BY PAYROLL DEDUCTION.

*** *** ***

AVMED HEALTH INSURANCE - ALTERNATE HMO

Representatives from AVMED Insurance will be on Campus to answer questions on their services at the following times:

Tamiami Campus
May 9, 10, 16, 17, 23 and 24 from 3 PM to 5 PM in UH 315.

North Miami Campus
May 11 from 2 PM to 4 PM in Room 333A and
May 18 from 2 PM to 4 PM in Room 156.

*** *** ***

NEWS FROM TRAINING

1. The responses to the survey conducted concerning Dialogue Day were very interesting. The majority of the surveys we received indicated that Dialogue Day should be continued, but with modifications. Therefore, beginning this month Dialogue Day will not be held on a regular, monthly basis. Rather it will be conducted only when advertised, to clarify big, new events (salary increases, revolutionary health insurance plans, major reorganizations) or to verify inflammable rumors, etc.

2. GOOD NEWS; BAD NEWS!!! EMPLOYEE CONVERSATIONAL SPANISH classes are going just FINE! However, the employees in Continuing Education have gotten a little "carried away." They have set aside 1 hour, 2 days a week to speak only Spanish. During those two hours they sound like nervous wrecks. But they enjoy it and they're learning a lot. We will send Mr. Gonzalez to test them next week. Sorry to say that the Spanish class at North Miami Campus may not be offered again due to under enrollment. It takes a minimum of 12 students to operate classes sponsored through Continuing Education.

3. For the last year you have had a good Director of Personnel Services. To insure that you have another good one for the coming year, please look for advertisements that will inform you of OPEN FORUM interviews. Hopefully these interviews will be during the month of June, 1978

4. THE CONTROLLER'S OFFICE FORMS WORKSHOP. At the North Miami Campus

on April 13, 1978, the Controller, Tom Breslin and his staff delivered just the type of workshop they promised --- a very good, informative one where enough time was allotted to the Departmental Ledger Sheets. Also, Mary McCorquodale did a terrific job coordinating that workshop.

5. THANKS TO THE STAFF ASSISTANTS, CLERK TYPISTS AND SECRETARIES who met with Personnel Services, Training on April 20, 1978, to review the Secretary's Handbook. The ideas they gave were very helpful and will necessitate a longer time for the book to be published.

YOU MAY NOT BE DYING TO GIVE BLOOD BUT SOME DAY YOU MAY BE DYING TO GET IT. Participate in the F.I.U. Blood Drive. Tamiami Campus, May 11, UH 210, 10:00 - 2:00 -- N. Miami, May 18, TC 333A, 10:00 - 2:00. For more information call Mary McCorquodale, 552-2181. Donors will be given T-shirts to show that they have donated.

WATCH FOR:
"NEW FROM THE PURCHASING DEPT."

A workshop to answer questions and prevent frustrating situations regarding purchasing merchandise for the University. Plan to attend -- North Miami Campus, May 18, TC 333B, 9:15 - 11:40. Tamiami Campus, May 25, UH 210, 9:15 - 11:40. Please confirm attendance by calling Mary McCorquodale at 552-2181 by May 12th for the North Miami workshop and by May 19 for the Tamiami workshop.

**** **** ****

AMERICAN HEALTH PLAN - Open enrollment during May - every Monday, Wednesday and Friday from 3 PM to 5 PM in UH 316 until May 31st.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			5/3 C.S. Senate Sign-on Deadline	5/4 C.S. time cards due	5/5 Pay Day	
		5/9 AVMED Mtg.	5/10 AVMED Mtg. CWS - OPS time cards due	5/11 Blood Drive, Tamiami IIPC Mtg. AVMED Mtg., North Miami	5/12 IIPC Mtg.	
		5/16 AVMED Mtg.	5/17 AVMED Mtg. C.S. Senate Sign-on Deadline C.S. time cards due	5/18 Blood Drive, No. Miami Purchasing Workshop, No. Miami AVMED Mtg., No. Miami A & P Senate	5/19 Pay Day Personnel Director Resigns	
	5/22 CWS - OPS time cards due	5/23 AVMED Mtg. Univ. Council Mtg.	5/24 AVMED Mtg.	5/25 Purchasing Workshop, Tamiami		
			5/31 Sign-on Deadline			