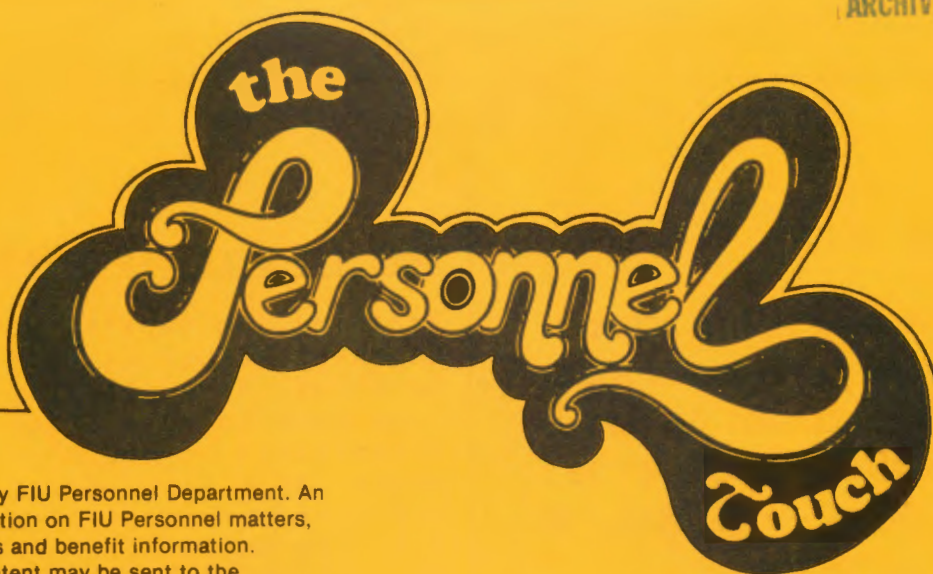


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Prepared monthly by FIU Personnel Department. An internal communication on FIU Personnel matters, policies, procedures and benefit information. Suggestions on content may be sent to the Personnel Department in PC 510.

Vol. 2, No. 6  
July, 1978

**"JIL" -- A NEW ACCOMPLISHMENT BY THE EMPLOYMENT SECTION**

You and your neighbors may now call JIL ... (our Job Information Line) to inquire about current vacancies at the University. By calling 552-2500, you will receive recorded information regarding current vacancies and their respective salaries, minimum requirements and application deadline dates.

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**NEW & BETTER RETIREMENT PROVISIONS**

The 1978 Legislature enacted several new retirement laws. Some of the changes and effective dates will be brought to your attention through separate memo. The changes concern an increased contribution by the State, a new retirement age provision and information on becoming a member of the FRS. Please look for these changes. The memo will be distributed soon.

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**WANT TO USE LEAVE TIME??**

Please recall and refer to the memorandum from V.P. Arrowsmith, dated June 26, 1978, subject: Leave Request Procedure. Each agency is required to keep a complete and accurate record of all authorized annual leave, leave of absence with or without pay, and sick leave for all Faculty, A&P, and Career Service employees. Therefore, it is critical that we remind all employees of the need to fill out appropriate "Report of Leave To Be Taken" cards when requesting leave. (Blue card is for time card employees and white card is for Faculty, A&P, and exempt Career Service employees.) If you have any questions, please contact Grace Fernandez, 552-2181.

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**A DATE TO REMEMBER - AUGUST 11, 1978**

Performance evaluations for all Career Service employees are due in Personnel no later than August 11, 1978. Supervisors, please do not delay your employees' pay increases.. turn in their performance evaluations on time.

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**A REMINDER TO SUPERVISORS OF "A&P EMPLOYEES"**

Performance evaluations for A&P employees were due in Personnel on June 26, 1978. If you have not submitted yours, please cooperate by doing so TODAY. For more information contact Bruce Yeckley or Grace Fernandez, 552-2181.

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**PERFORMANCE EVALUATIONS**

Over 75 supervisors and administrators attended the Performance Evaluation Workshops held on July 18 - 24, 1978. That was poor attendance, but interaction and the exchange of information was terrific. Participants felt the information that Gene Pugh shared concerning standards of performance and that Bruce Yeckley shared regarding salary increases for 78-79 was very helpful. Some participants and members from the Career Service Senate expressed that non-supervisory employees should also be given an opportunity to attend these sessions.

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**REDUCTION IN EXPENSE CHARGE FOR PRUDENTIAL TAX-DEFERRED ANNUITY PLAN**

There has been a substantial reduction in the expense charge for the Prudential Tax-Deferred Annuity Plan. If you are interested in knowing more about this plan, please contact George Grossman, ext. 2147 or 2191.

REMEMBER DIALOGUE DAY????

VICE PRESIDENT ARROWSMITH WILL ATTEND A SPECIAL DIALOGUE DAY ON THURSDAY, AUGUST 17, 1978, ROOM UH 150 TO DISCUSS THE SEPT 1, 1978 SALARY INCREASES. IF YOU WANT TO KNOW ABOUT YOUR SALARY --- BE THERE. WE LOOK FORWARD TO SEEING YOU.

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DISNEY WORLD AND MUCH MORE

More and more amusement centers are making discount cards available to FIU employees. Personnel will soon publish a list of all centers that have provided us discount cards. If any questions, please contact Pat Lupo at 552-2181.

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Remember - YOUR ATTITUDE IS ALWAYS SHOWING



HAVE YOU BEEN PHOTOGRAPHED?

Training, University Relations and Learning Resources Center of Media Services, have put a lot of time into developing a slide film for Orientation of new employees. No doubt, your picture has been taken for that purpose. Also, a group of over 100 employees met and was photographed near the fountain, in front of PC, on July 11, 1978. Coffee and donuts were served. We feel the slide film program will be ready for viewing in September, 1978.

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STATE HEALTH INSURANCE

There is some confusion regarding filing claims under the new State Health Plan. Hopefully this will help answer a few of your questions.

Doctor's Services - the claim is filed on a Blue Shield Doctor's Services Report. Most doctors have these in their office and will file the claim for you. They will, however, need the information from your membership card.

Hospital Charges - hospital must bill Blue Cross / Blue Shield directly.

Major Medical Claims - drugs, ambulance expense, miscellaneous costs must be submitted with major medical claim form available in Personnel.

NOTE

Our major medical no longer pays for any balance not paid by Blue Cross / Blue Shield for doctor or hospital charges.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		8/1 CWS & OPS Time Cards Due				
			8/9 Sign-on	8/10 C.S. Time Cards Due	8/11 PAY DAY C.S. Perf. Eval. Due	
		8/15 CWS & OPS Time Cards Due		8/17 Dialogue Day		
			8/23 C.S. Time Cards Due Sign On		8/25 Pay Day CWS & OPS TIME CARDS	
			Statewide Personnel Seminar			