

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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COMPLAINTS, \$\$\$\$, COMPLAINTS, \$\$\$\$

BE HAPPY when peers complain to you about their work-related problems. Listen closely, ask questions, and understand what they are saying well enough to WRITE SUGGESTIONS AND EARN CASH.

Last year, Florida State University led State universities with employee suggestions. Of their 28 suggestions, 6 were adopted, allowing authors of the adopted suggestions to share 10% of the money the State estimates saving during the first year the suggestions are implemented.

You may pick up suggestion forms from the various Duplicating locations or obtain them by calling Purchasing Services at 552-2161.

UNITED FACULTY OF FLORIDA -- DUES

UNITED FACULTY OF FLORIDA DUES ARE BEING INCREASED FROM .8% TO .9%. THIS INCREASE WILL BE REFLECTED IN YOUR PAYCHECK OF 10/6/78.

PERSONNEL WILL GO WITHOUT A DIRECTOR FOR ANOTHER THIRTY TO SIXTY DAYS MAXIMUM

Vice President Arrowsmith made the offer and James Flood, Associate Director of Personnel (Florida Board of Regents) accepted. The Search and Screen Committee is finally at rest.

Personnel is sorry to lose Susan Pyle from our Employment section, but we wish her much happiness and success in her new endeavors.

We are happy to welcome back Gloria Carter who is returning from her educational leave of absence.

SPANISH CERTIFICATES

Employees who participated in the Conversational Spanish classes (sponsored by Continuing Education and Personnel Services - Training) during Spring and Summer quarters, 1978 will receive their certificates in September. The certificates were designed by Publications and are very impressive.

Announcements for Spanish classes during the Fall will be distributed soon.

PUZZLED ABOUT PERSONNEL MATTERS?

If you would like answers to your question/s concerning Personnel matters to be included in the "Personnel Touch," please send the questions c/o Gene Pugh, Personnel Services, Tamiami Campus - PC 510, or call 552-2181.

PERSONNEL DEPARTMENT GAINED MORE

Six members of the Personnel Department (Steve Belcher, Linda Chester, Grace Fernandez, Gene Pugh, Sharon Stroemer, and Bruce Yeckley) attended the Statewide Personnel Seminar in Clearwater, Florida on August 23-25, 1978.

The seminar was rich with new ideas and up-to-date information that will "positively" affect the service Personnel provides. Some of the workshops that FIU representatives participated in concerned the following areas: Affirmative Action, Career Service Commission Appeals, Collective Bargaining, Coping with Stress, Florida Retirement System, The State Legislature, Perceptions of Personnel Administrators, Classifications Actions, and State

Insurance. Everyone gained great knowledge and had a swell time.



EMPLOYERS AND SUPERVISORS OF COLLEGE WORK-STUDY STUDENTS -- A SEMINAR FOR YOU

This new seminar will broaden your awareness of the aims, procedures and benefits of the CWSP. It will provide information on how to get the students you need and how not to overspend your budget. In addition, guidelines for salary increases, dismissals, and grievances for CWS students will be discussed.

Make plans to come to this workshop which will help you get THE MOST out of the CWSP.

Tamiami:	N. Miami:
September 21st	September 19th
PC 432	TC 333B
9:15 am - 11:00 am	9:15 am - 11:00 am

STATE HEALTH INSURANCE RATES --- SOME UP, SOME DOWN

DOA has announced a change in the State Employees Group Health Insurance rates, effective September 8, 1978. Old and new rates are as follows:

	Full-time Employees		Part-time Employees	
	Old Rates	New Rates	Old Rates	New Rates
Individual with Chiropractic	\$ 2.23	\$ 3.12	\$ 11.24	\$ 12.48
Family without Chiropractic	26.18	25.62	35.19	34.98
Individual with Chiropractic	2.63	3.52	11.64	12.88
Family with Chiropractic	27.24	26.68	36.25	36.04
Family-husband & wife both State employees without Chiropractic	17.75	16.26		
Family-husband & wife both State employees with Chiropractic	18.81	17.32		

Employees with Medicare coverage will be notified of the new rates which apply to them.

Health Maintenance Organizations (American Health Plan and AVMED)

Because the State matching amount is being increased, your premiums will be decreased by \$.86 biweekly beginning pay date 9/8/78.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			9/6 SIGN-ON	9/7 C.S. TIME CARDS DUE	9/8 PAY DAY	
		9/12 CWS - OPS TIME CARDS DUE				
		9/19 CWSP SEMINAR	9/20 SIGN-ON	9/21 C.S. TIME CARDS DUE CWSP SEMINAR	9/22 PAY DAY	
		9/26 CWS - OPS TIME CARDS DUE				