

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. 8
September, 1978

FLORIDA INTERNATIONAL UNIVERSITY SHALL EXPERIENCE A FLOOD ON OCTOBER 16, 1978.

His name is Jim Flood, the new Director of Personnel Services. Come and see Jim at a special DIALOGUE DAY.

North Miami:

Thursday, October 19th
10:00 A.M.
TC 333A

Tamiami Campus:

Thursday, October 19th
2:00 P.M.
UH 213 West

DIALOGUE DAY



CHANGE OF ADDRESS AFFECTS TIMELY RECEIPT OF W-2 FEDERAL TAX FORMS.

It's almost time for you to receive W-2 forms for the 1978 tax year, and you probably want to receive yours on time. Therefore, IF YOU HAVE CHANGED YOUR ADDRESS DURING THE CALENDAR YEAR, please call Payroll as soon as possible and request a change of address form.

You may contact Payroll at 552-2191.

COLLECTIVE BARGAINING

Management representatives and supervisors of employees covered by the Operational Services Unit can expect representatives from Tallahassee to visit our campus during the second half of October. They will conduct a training session on administration of the Operational Services contract.

More information regarding this session will be distributed soon.

MORE LINES TO SERVE YOU BETTER

Personnel has added some new telephone lines in order to better serve you. Please make a note of the following changes:

Employment & Testing	2181
Director, Benefits, Records, Job Classifications, Training, & all other Personnel matters	2183
Job Vacancy Information (JIL)	2500

LET US KNOW YOUR DEPENDENTS

Any time that you have an addition to your family (through marriage, birth or adoption) be sure to call Sharon Stroemer (552-2183) to have that person listed as a dependent under your insurance coverage.

If you wish to add a new spouse, it is required that you notify Sharon prior to or within 30 days of your marriage. In the case of new children, please notify her as soon as conveniently possible.

AVMED OPEN ENROLLMENT

AVMED Health Plan is having an open enrollment September 25th - October 11th. There are only a few days left. Representatives will be at Tamiami Campus on October 5th and October 10th in UH 316 from 2:00 - 5:00 p.m.; and at North Miami Campus on October 5th in the Personnel Office. Anyone wishing to enroll or talk to one of the representatives may do so at this time.

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FIU OFRECE A SUS EMPLEADOS UNA MAGNIFICA OPORTUNIDAD DE APRENDER ESPANOL.

If you read the above sentence (without help from an interpreter), then you should take advantage of the Conversational Spanish II class that's offered on Mondays and Thursdays, 3:50 - 5:00 p.m., beginning October 19, 1978.

If you could not read the sentence, then you should take advantage of the Spanish I class that's offered on Tuesdays and Fridays, 3:50 - 5:00 p.m., already in process.

Please get you supervisor's permission to attend, then call Ms. Mary McCorquodale at 552-2183 for more information.

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CALLING ALL NEW FACULTY MEMBERS:

IF YOU HAVE NOT ALREADY DONE SO, PLEASE CONTACT THE PERSONNEL OFFICE FOR A SIGN-ON APPOINTMENT. AT THIS TIME YOU WILL COMPLETE THE NECESSARY PAYROLL FORMS NEEDED TO EXPEDITE YOUR PAYCHECK. THE PERSONNEL DEPT. AT THE NORTH MIAMI CAMPUS IS LOCATED IN TC 150, 940-5545. AT TAMIAMI, PC 510, 552-2183.

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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 552-2183.

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			10/4 Sign-on	10/5 C.S. Time Cards Due	10/6 Pay Day	
		10/10 CWS - OPS Time Cards Due				
			10/18 Sign-on	10/19 Dialogue Day C.S. Time Cards Due	10/20 Pay Day	
		10/24 CWS - OPS Time Cards Due				