

# 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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## REQUESTS FOR SALARY INCREASES, AND MORE

On September 20, 1978, President Crosby issued a memorandum regarding 1978-79 personnel policies. In that memo, the President stated policy which now requires certain Personnel Action Requests to be routed through the appropriate divisional vice president for recommendation before Personnel can take necessary action. In keeping with the language of the memo, you may avoid delays in processing any of these requests by first routing them through your divisional vice president before sending to Personnel. These actions include:

- 1) Requests for reclassifications and add/deletes.
- 2) Requests to fill vacant Career Service Positions.
- 3) Requests for salary increases resulting from promotions for Career Service employees in excess of the minimum salary for the range, but not exceeding 10% above the employee's current salary.
- 4) Requests for salary increases resulting from promotions for A&P employees in excess of the minimum of the range, but not exceeding 15% above the employee's current salary.
- 5) Requests to hire new Career Service employees with exceptional qualifications at salaries up to 10% above the minimum of the range.
- 6) Requests for overlap in all types of positions.

## CAREER SERVICE EMPLOYEES MAY LOSE ANNUAL LEAVE

Since we are approaching the end of the calendar year, all Career Service employees should be reminded of the following regulation concerning accrued annual leave:

"Annual leave credits earned in excess of 240 hours must be used during that calendar year or forfeited at the close of business on December 31 of each year. All employees who have accrued annual leave in excess of 240 hours on January 1st of each year, shall have their accrued annual leave reduced to 240 hours." Chapter 22A-8.10 (2g)

To determine your annual leave balance, you may either check your pay stub or call the Payroll Dept. at 552-2191.

## YOUR PERSONNEL FILE

Many questions have been raised regarding employees' rights to view their personnel files. State Personnel Rules and Regulations clearly state, "An employee, on request, shall have the right to review his or her personnel file." You may arrange appointments at the Tamiami Campus for that purpose by calling Personnel Services at 552-2183.

Because all personnel records are maintained at the Tamiami Campus, the following procedure and schedule have been developed to handle requests from North Miami Campus staff members to review their personnel files. Any employee at the North Miami Campus may review his/her personnel file by contacting the Personnel Office at 940-5545. Upon receiving a request, a personnel representative will obtain the employee's file from the Tamiami Campus on Tuesday. The file will be available the following day, Wednesday, for review by the employee in the North Miami Campus Personnel Office. On Thursday, the file will be returned to the Tamiami Campus.

Thus, under this schedule, files for North Miami Campus staff will be available for review only one day each week (Wednesday); consequently, we ask that you please direct your request to Personnel to facilitate this schedule.

## WHAT ABOUT GROUP HEALTH INSURANCE?

Questions & Answers concerning the State of Florida - Employees Group Health Self-Insurance Plan

What are my ID numbers?

Your group number is:

|                     |       |
|---------------------|-------|
| Full time employees | 76200 |
| Part time employees | 76201 |
| Retired employees   | 76202 |

Your contract number is your social security number preceded by the letter "F".

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CALL OFF BILINGUALISM

Regretably for employees who signed up for Conversational Spanish classes, the classes at Tamiami had the same fate as did those at the North Miami Campus. They were **CANCELLED BECAUSE OF TOO FEW PARTICIPANTS**. Hopefully we will offer them in the future. **MIENTRAS TANTO, BUENA SUERTE EN SUS CONVERSACIONES DIARIAS.**

A NEW COLLECTIVE BARGAINING UNIT

State Employees included in the Operational Services Unit finished voting in June, 1978 for AFSCME to represent them in collective bargaining matters.

After the contract was negotiated by the State and AFSCME, FIU Personnel Services requested that members of the State's negotiating team visit our campus and conduct training in the administration of the Agreement for supervisors of employees included in the Unit. The Bureau of Employer/Employee Relations of the Department of Administration obliged by sending Mr. Jerry Johnson, Senior Employer/Employee Relations Analyst, on October 19, 1978.

Jerry did a great job interpreting the contract which we are certain will generate great cooperation between union members/representatives and management representatives at FIU, and will help to avoid complaints and contract violations. We appreciate Jerry's work.

All supervisors of employees included in the Unit who have questions regarding the contract should discuss them with their supervisor/management representative.

A BETTER WAY OF DOING YOUR JOB

Have you noticed an easier, safer, less expensive, way of doing your job? Would you like to receive **RECOGNITION** and possibly cash for your insight? If so, stick your neck out; make a suggestion!

You may pick up suggestion forms from the various duplication centers, or obtain them by calling Purchasing Services, Tamiami Campus (552-2161) or Personnel Services, North Miami Campus (940-5545).

OPEN ENROLLMENT - HOSPITAL INCOME INSURANCE

There is an open enrollment from November 6th through December 10th for the Gabor Agency Hospital Income Insurance. This insurance is designed as a supplement to health insurance. Watch for a memo and brochure with complete details.

Where do I send claims?

To Blue Cross/Blue Shield of Florida  
P.O. Box 1798  
Jacksonville, Florida 32231

Claim forms are available in Personnel, PC 510.

What should I do if I have questions regarding a claim?

Any questions concerning claims should be directed to the Jacksonville office of BC/BS. The following Toll Free WATS lines may be used:

1-800-342-0601 or 1-800-342-0602

ATTENTION UNIVERSITY OF MIAMI CREDIT UNION MEMBERS!!!!

DID YOU KNOW THAT --

The University of Miami Credit Union provides free, term life insurance for owners of share accounts. The insurance matches members' savings balances up to a maximum of \$2,000 per member, according to the following schedule:

| Age at Death     | % of Insurable Savings Balance |
|------------------|--------------------------------|
| Under 60 years   | 100%                           |
| 60 thru 64 years | 50%                            |
| 65 thru 69 years | 25%                            |
| 70 and over      | 0%                             |

If you have a joint account, your beneficiary is your joint account owner. If you do not have a joint account, you should have a beneficiary designation card on file with the Credit Union. If you have not signed a designation card, it is important that you call the Credit Union at 284-4832.

Please call Sharon Stroemer at 552-2183 if you desire more information concerning the free term insurance.

APOLOGY, EXPLANATION AND RESCHEDULE - SPECIAL DIALOGUE DAY

In haste to bring on board our new Director of Personnel Services, Jim Flood, and to have Vice President Arrowsmith introduce him to the University community in the Special Dialogue Day planned for Oct. 19th, we experienced a conflict in scheduling. Therefore, Dialogue Day was postponed. The occasion was carried out as follows:

North Miami: Nov. 16, 1978  
10:00 a.m., TC 333A

Tamiami: Nov. 16, 1978  
2:00 p.m., UH 213 West

Nov. 16, 1978  
11:15 p.m., PC 521  
(Night Shift)

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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.