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the Personnel Touch



PERSONNEL SERVICES

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.

Volume 3, No. 11
December, 1979

DECEMBER 24TH - SPECIAL HOLIDAY FOR CAREER SERVICE EMPLOYEES

By memorandum received from Mr. Nevin G. Smith, Secretary of Administration - "In addition to the number of paid holidays designated in Section 110.130 Florida Statutes the Secretary of Administration may designate any one other working day as a paid holiday for employees in the Career Service. In line with this provision, the Secretary of Administration has designated Monday, December 24, 1979 as a special holiday in addition to Christmas Day as designated in the statute."

December 31st, New Year's Eve was not designated as a holiday, consequently, employees wishing to take off that day are required by rule to use approved leave time.

HAPPY HOLIDAY SEASON

CHANGE IN STATE HEALTH BENEFITS

Effective November 1, 1979, extended benefits for pregnancy after the date of termination of group coverage will only be allowed if the insured is totally disabled as a result of pregnancy. (Total disability meaning to be continuously prevented from engaging in any occupation for compensation or profit.)

Previously, the Benefit Document provided for extended benefits for pregnancy without the necessity of the insured being totally disabled on the date coverage is terminated. For any further information, please call Patty in Personnel Services at 552-2183.

STATE OF FLORIDA RETIREMENT SYSTEM EXPANDS DESIGNATION OF BENEFICIARIES

Effective October 1, 1979, each member may designate a choice of one or more persons named sequentially or **JOINTLY**, as his/her beneficiary. (Previously a member could only name his/her beneficiary sequentially.)

For any further information, please call Patty in Personnel Services at extension 2183.

WORKERS' COMPENSATION LAW - CORRECTION TO PREVIOUS ARTICLE

The October/November, 1979 issue of the "Personnel Touch" contained an error in the article entitled "Major Changes in Florida Workers' Compensation Law." Item #3 in this article should have read, "The maximum compensation rate for accidents occurring on or after August 1, 1979, is \$195.00 per week." The compensation rate is now 66 2/3% of the employee's average weekly wage as long as it does not exceed the maximum of \$195.00 per week.

BLOOD DRIVE - DECEMBER 5th and 6TH

As the Holiday Season approaches, the need for blood becomes more critical. The Mount Sinai Blood Bank will be on campus (both Tamiami and North Miami) during the first week of December. Please take a few minutes from your work schedule to assist in meeting this community need.

NORTH MIAMI CAMPUS

December 5th, Wednesday
9:30 - 1:00 pm AC-1 130
6:00 - 8:00 pm Trailer 115

TAMIAMI CAMPUS

December 6th, Thursday
9:30 - 1:30 pm UH 213 East
6:00 - 8:00 pm UH 213 East

CHILDREN IN WORK AREAS

With children out of school for the holidays, some employees may encounter "babysitting" problems. But regardless of the problems encountered, the University cannot permit employees to bring their children to work. In addition to the potential disruption of work, there is a very serious question of liability for the University should a child be injured.

All managerial and supervisory employees are asked to please remind their employees that this policy will have to be enforced.

CREDIT UNION NEWS

There's a Christmas give-away going on right now at your credit union!!

While the supply lasts, anyone who opens a Christmas Club account will receive free a valuable Christmas tree ornament. To qualify you can start a payroll deduction for as little as \$5.00 biweekly.

Besides the convenience of payroll deduction, the credit union's Christmas Club account pays 7% interest just like their regular share account. The balance in your account will be sent to you in early November and it will even be automatically renewed for you.

For more information, please call or visit the credit union in Room 106 of the PC Building, extension 2499, during 10:30 am - 4:00 pm each day.

DON'T LOSE YOUR ANNUAL LEAVE

Those Career Service employees who have accrued more than 240 hours of annual leave on December 31, 1979, will have their balance reduced to 240 at that time in accordance with the Personnel Rules and Regulations.

WHAT TO EXPECT FROM PERSONNEL

The following outlines services provided by specialized areas of University Personnel Relations and lists the individuals in charge of those services. The intent of this information is to help you get to the heart of your personnel concerns in quick order.

TAMIAMI CAMPUS

| <u>SPECIALIZED AREA</u> | <u>TYPE OF PERSONNEL SERVICES</u> | <u>PERSONS TO CONTACT</u> | <u>PHONE</u> |
|-------------------------|--|---|--------------|
| BENEFITS | Credit Union Insurance Programs Retirement Savings Bonds Workers' Compensation | * Patty Gause | 552 2183 |
| CLASSIFICATION & PAY | Cyclical Audit Program New Position Classifications Organizational Charts Position Descriptions Reclassifications Salary Rates State Classification Specifications | * Steve Belcher Barbara Taggart | 552 2183 |
| EMPLOYMENT | Application Evaluation (A&P, and Career Service) Classified Advertisements Interviewing Policies and Procedures Job Posting Requirements Personnel Requisitions Position Vacancy Information (A&P and Career Service) State Examinations | * Linda Chester Jose Sardon Pat Lupo Faye Cribbs | 552 2181 |
| | JOB INFORMATION LINE (JIL) | Recording (Updated Weekly) | 552 2500 |

GENE PUGH TAKES LEAVE

Gene Pugh, Training Manager, will take educational leave in January and will be out until June, 1980. We will miss Gene, and will endeavor to continue providing quality training programs as needed.

UPDATE! UPDATE!

The New Employee Orientation Programs conducted at Tamiami and North Miami in November were successful. Attendance was good and all participants reportedly got a lot of functional information about the University. Participants felt presenters were very knowledgeable and very helpful. These program will continue periodically upon announcement, in order to provide more information to new employees and provide a faster adjustment to FIU and to the administration.

The next orientation will be conducted on:

December 7, 1979

9:00 am - 11:50 am

PC 521

Please confirm your attendance by calling Gene Pugh at 552 2183 by noon, Dec. 6th.

OFFICE OF THE
DIRECTOR

Administration, coordination,
and direction of services pro-
vided by the Assistant Director
and by each specialized area of
Personnel Services - North
Miami and Tamiami Campuses

* Jim Flood 552 2181
M. McCorquodale 552 2183
552 2190

Employer/Employees Relations

RECORDS

Authorized Position File
Dual Employment
Employee Identification Cards
Performance Evaluations
Personnel Computer System
Requests
Personnel Files
Promotions, Demotions, Trans-
fers, Terminations, Leaves
of Absence, and Changes Due
to Reclassifications
Sign-ons (Tamiami Campus)

* Sharon Stroemer 552 2183
Gilda Crocker

TRAINING

Blood Drives
Employees' Handbook
"Personnel Touch" Publication
Special Dialogue Days
Telephone Directory, FIU
Training (All employee train-
ing activities sponsored by
Personnel Services)

* Gene Pugh 552 2183
(During the period
of Jan., 1980 -
June, 1980, refer
all inquiries about
this area to Jim
Flood.)

NORTH MIAMI CAMPUS

NORTH MIAMI OFFICE

Employer/Employee Relations
Position Vacancy Information
Recruitment & Referrals
Sign-ons (North Miami Campus)
State Examinations
Workers' Compensation

* Donna Stanic 940 5545
Gloria Carter
Marge Lewis

* Administrator or supervisor in charge of specialized area.

NOTE: Personnel Services at Tamiami Campus is located in Primera Casa (PC) 510.
Personnel Services at North Miami Campus is located in Trade Center Bldg. (TC) 110.

*Programs, activities and facilities of Florida International University are available
to all on a non-discriminatory basis, without regard to race, color, creed, religion,
sex, age, national origin, or handicap.*

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|------------------|------------------|---------------------------------|------------------------------------|---|----------|
| | | | Blood Drive N. Miami 12/5 | Blood Drive Tamiami 12/6 | Orientation PC 521 12/7 | |
| | | | C.S. Time Cards Due 12/12 | OPS/CWS Time Cards Due 12/13 | Pay Day 12/14 | |
| | | | | | | |
| | Holiday 12/24 | Holiday 12/25 | C.S. Time Cards Due 12/26 | | OPS/CWS Time Cards Due Pay Day 12/28 | |
| | | Holiday 1/1 | | | | |