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ARCHIVE

# 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.

May, 1981  
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## TIAA-CREF COMES TO F.I.U.

State of Florida employees have been unable to deduct premiums through payroll for membership in TIAA-CREF (Teachers Insurance and Annuity Association-College Retirement Equities Fund). This was because existing statutes required that TIAA-CREF pay a premium tax to conduct business in the state of Florida.

Legislation waiving this tax became effective on July 1, but much paperwork had to be done to make payroll deductions workable. This paperwork is now completed and payroll deduction for TIAA-CREF premiums is now possible. We have a payroll deduction code for TIAA-CREF annuities.

If you are a member of TIAA-CREF and would like to begin payroll deductions, please contact Mrs. Sharon Stroemer, Benefits Manager, 552-2181.

If you want more information about membership you may call Robert J. Bryant Jr. at (212) 490-9000, extension 2985, or write him at TIAA-CREF, 730 3rd Ave., New York, N.Y. 10017.

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## FEEDBACK . . . FEEDBACK . . . FEEDBACK

We included an article in the April issue of "The Personnel Touch" to which we received the following reply:

"Congratulations on the 'Smile, It Stretches Your Vocal Chords' piece in the April Personnel Touch. I hope you'll send it to all office secretaries to put on their phones -and use it in all training sessions."

This comment was submitted by President Gregory B. Wolfe.

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## PERSONNEL SERVICES GETS NEW DIRECTOR

Personnel Services has been without a permanent director for 9 months, and now we are privileged to welcome Mr. Emanuel Harris, Jr. (Manny) as our new Director.

Mr. Harris comes to us with very sound qualifications for this position. He starts on May 4th.

We are grateful to Adolph A. Thompson and Steven G. Belcher for capably performing their acting roles during this 9-month interim. Mr. Thompson will return to his position of Assistant Director and Steve will return to his position of Classifications Manager.

More will be said about Mr. Harris and his plans for the Department of Personnel Services in a Dialogue Day Session. Please watch for an announcement giving details about this event.

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## EXPIRATION OF PERSONAL HOLIDAY

Keep in mind that the additional holiday given to us by the legislature must be used during the fiscal year. If you do not use your additional holiday for the 1980-81 fiscal year before June 30, 1981, you will lose it. This benefit only applies to full time Career Service employees.

## GENE PUGH GOES TO BOSTON

The national convention of the ASTD (American Society for Training and Development) will be held in Boston, May 17-22. The conference includes a variety of topics that promise to be quite useful here at F.I.U. We look forward to the valuable spin-offs from this investment.

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## TRAINING STANDARDS WILL STAND

It is Personnel's policy to present only programs that resolve needs and present the best speakers possible. Consequently, here is an excerpt from the correspondence we sent to Southern Bell after the April 16 Sun-com Network Training Program:

"We applaud Southern Bell Telephone Company for carrying out their contract with the State of Florida to provide annual training to state agencies regarding the Sun-com Network. Unfortunately, the response to this exercise would suggest that partic-

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ipants already knew the material presented and the representative from Southern Bell did not have due success as an instructor on this occasion. To exemplify this, please refer to the attached copies of the program evaluation forms completed for this training."

The training programs we present will continue to be of the highest quality.

NEW EMPLOYEE ORIENTATION. The next program is scheduled for:

Friday, May 22, 1981  
Room, PC 521  
9:00 - 11:50 a.m.

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WALK TO THE BLOOD DRIVE

When students and employees donate blood at the next F.I.U. Blood Drive at Tamiami, they will be saving lives at a major Dade County Medical Center, as well as receiving free T-shirts that say, "If you got it, give it --I did."

You will only need to spare 20 minutes to donate blood on:

Tuesday, May 26, or  
Wednesday, May 27  
9:00 a.m. - 2:00 p.m.  
UH FORUM - 1st floor

The Senates and other University organizations are requested to rally support for this worthy cause.

ANOTHER EMPLOYEE BENEFIT

In the last issue of The Personnel Touch we introduced a vacation plan at Busch Gardens. Quality Inn -North, in Tampa, has joined this benefit package. Quality Inn-North agrees to grant a discount in the amount of 15% off their regular room rates to employees of F.I.U. during May 20 through June 30, 1981.

The special discount is available by advance and confirmed reservations, validated by presenting a copy of the pink flier published by Busch Gardens for this promotion.

Hold on to your copy of this pink flier; it is becoming more valuable!

GOOD NEWS . . . Gabor and Company has notified us that the rates for the Group Term Life Insurance will be decreasing. This decrease will be reflected on June paychecks.

EMPLOYEE OF THE YEAR

The deadline for nominating individuals for outstanding Career Service Employee for 1981 is May 13, 1981, 5:00 p.m.

This year, an official nomination form has been developed to assist you in submitting your nomination. These nomination forms are available in the offices of Personnel -Tamiami and Bay Vista, and Performing Arts. Please submit your nomination to Ms. Nancy Shockey, Awards Committee, Performing Arts Department.

The winning Career Service employee will receive a plaque and the choice of one week at Hilton Head Island, S.C., or one week at Estero Island Beach, Fort Myers, Florida.

For more information, call 552-2895.

M A Y C A L E N D A R

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 PAY DAY	
		5 CWS-OPS time cards				
				14 C/S time cards	15 PAY DAY	
		19 CWS-OPS time cards			22 Orientation New Employees	
	25 MEMORIAL DAY			28 C/S time cards	29 PAY DAY	