

Peace
On Earth

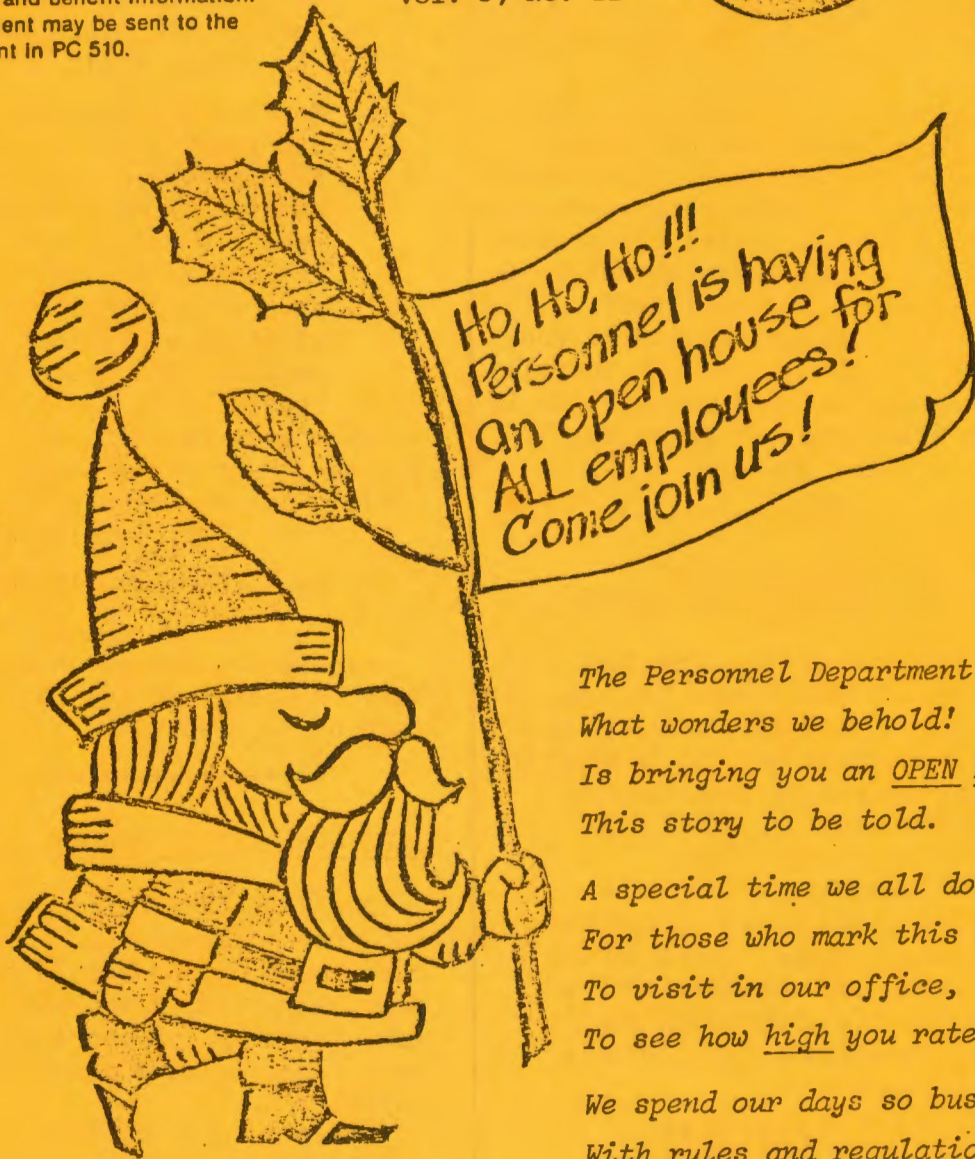
ARCHIVES

Holiday
Greetings

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.

DECEMBER 1981
Vol. 5, No. 11



PLACE: PERSONNEL DEPARTMENT
PC ROOM 220

DATE: WEDNESDAY, DECEMBER 16TH

TIME: 2:00 P.M. - 5:00 P.M.

PUNCH AND COOKIES WILL BE SERVED



*The Personnel Department ...
What wonders we behold!
Is bringing you an OPEN HOUSE
This story to be told.*

*A special time we all do plan,
For those who mark this date.
To visit in our office,
To see how high you rate.*

*We spend our days so busy,
With rules and regulations,
That we set aside this day,
To meet some obligations.*

*To share some fun and laughter,
To show you what it's like.
To work with you nice people,
That make our life so bright!*

*Deadlines may come and go.
The files we need to keep.
And benefits will come at last,
To those who share this treat!*

*So please come and help us celebrate.
We'd like that very much,
For you to share this day with us,
The friendly people with
"Personnel" touch!*

CHARACTERISTICS OF EFFECTIVE MANAGEMENT THAT CAN HELP EVERYONE DURING THE COMING YEAR

1. Open Communication. Finding time to listen to people. Providing accurate and complete information. Getting new information out promptly. Communicating openly and frankly. Expecting others to do the same. Doing so even when things are not going well.

2. Teamwork. Meeting with group members to exchange information. Providing opportunities for group members to work together. Discussing plans and problems to obtain all group members' input. Coordinating efforts to help the group work effectively.

3. Participation in Decision Making. Seeking opinions, suggestions and ideas from others. Considering their input about job content, due dates and work assignments. Changing commitments only after discussion with those affected. Encouraging people to fully use their skills and abilities.

If these are not characteristic of your management, then do things to help install them. Five more characteristics will be in the next issue (Jan.1982) of Personnel Touch. Look for them, please!

CAREER SERVICE SENATE ASKS LEGISLATURE FOR SALARY INCREASES

The Career Service Senate has invited members of the Dade Delegation and Career Service representatives of other State agencies to a meeting of the Career Service Senate on Wednesday, December 9, 1981, at 10:00 a.m. - Room UH 150.

It is very important for all Career Service employees to attend, as the discussion will deal with general job-related issues and a more equitable distribution of salaries and benefits for Career Service employees.

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CREDIT UNION MEETING HELD AT BAY VISTA CAMPUS ON NOVEMBER 17, 1981

Employees attending this meeting voiced concerns and learned University Credit Union procedure and benefits.

Mr. Art Wood, Manager of the University Credit Union, responded to employees with understanding and knowledge about all relevant situations. He informed everyone that because it costs approximately \$10,000, up front, and requires 1,000 employees at a worksite to justify a branch office, it would not be economical, at this time, to set up a branch office at Bay Vista. In the meantime, however, Mr. Wood stated that the University Credit Union will continue to render the good service that employees have come to expect.

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*** HAPPY HOLIDAYS ***

"HOW TO UNTRAP YOUR MONEY"

There is a need to assist employees in getting better use and benefit from their earnings. We have developed a program that addresses that need.

It is a seminar where Dr. Richard Hodgetts of FIU will, in Part I of the seminar, pinpoint multifarious ways to:

- . Cut "necessary" expenses.
- . Save money.
- . Prepare yourself for more sophisticated ways of increasing the value of your money.

In Part II, Mr. Jack Mayer of E.F. Hutton & Company will:

- . Analyze the problems of inflation and taxation.
- . Examine the present and future ramifications of President Reagan's recently passed tax package.
- . Present a concise overview of several alternative investment strategies, including precious metals, CD's, mutual funds and trusts.

Employees may attend Part I of the seminar, Part II, or both.

Join Us: Tuesday, Dec. 8, 1981
 Part I, 8:45 a.m. - 10:15 a.m.
 Part II, 10:30 a.m. - 12:30p.m.

UH Room 210

Please confirm attendance by calling Mary Jo Crosby at 554-2534 no later than December 4, 1981.

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NEED MORE FIU TELEPHONE DIRECTORIES?

The 1981-82 FIU Telephone Directories have been distributed. Requests for additional copies should be sent to Gerry Margolin, University Postal Administrator. A short note containing name, location and quantity needed will suffice.

After January 4, 1982, these requests should be sent to Mary Jo Crosby in Personnel Services.

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CALENDAR

- December 8 - Sign-On Deadline for next Pay Day
- December 9 - Career Service Time Cards Due
- December 11 - Pay Day
- December 14 - OPS Time Cards Due
- December 22 - Sign-On Deadline CS Time Cards Due
- December 23 - Pay Day OPS Time Cards Due

PERSONNEL CHANGES

Steve Belcher, formerly Classification/Pay Manager, was promoted to Assistant Director of Personnel, effective November 6, 1981. Elizabeth Ramos became Mrs. Eduardo Dardé on November 21, 1981. Much Happiness, Liz!