



Prepared monthly by FIU Personnel Department. An internal communication on FIU Personnel matters, policies, procedure and benefit information. Suggestions on content may be sent to the Personnel Department, PC 220, Extension 2576.

VOLUME 6, No. 6

HAPPY JULY 4TH AND 5TH!!!

PUT SAFETY AT THE TOP OF YOUR PLANS

CAREER SERVICE EMPLOYEE SALARY INCREASE

Each Career Service employee, regardless of status or current salary, shall be granted an annual salary increase of 7 percent (.07) of the employee's August 31, 1982, rate of pay, or \$700, whichever is greater. NOTE: Rate of pay shall include approved competitive area differential pay, but shall not include lead-worker pay, shift differential pay, on-call fees, law enforcement incentive pay, or any other pay additives.

All salary increases shall be effective September 1, 1982 (regardless of whether employee is paid on a monthly, biweekly or hourly basis); except employees who are on leave without pay on that date shall receive the salary increase authorized above, effective the date they return to the payroll. In no case shall such increase be retroactive.

If for any reason an employee's salary cannot be adjusted in accordance with these instructions, the Personnel Department must notify the Secretary of Administration no later than August 1, 1982, with a full explanation of the circumstances; for example, contracts and grants funding limitations.

WE HAVE NOT RECEIVED INFORMATION REGARDING A & P SALARY INCREASES.

SUMMER YOUTH EMPLOYMENT PROGRAM

Approximately forty youths (potential, future students), ranging in age from 14 to 21, will be employed throughout the University beginning July 6th - August 13, 1982. This program was made possible by federal dollars awarded to the South Florida Employment and Training Consortium. The program is coordinated by Youth Co-Op, Inc.

Departments employing the youth have already been contacted by the program counselor; however, if you are interested in acquiring more information about this program, please contact Mrs. Lorraine Randall, 554-2183.

METROZOO EMPLOYEE DISCOUNT (July)

University employees and members of their families may take advantage of a money-saving Safari at Metrozoo, 12400 S.W. 152 Street, Miami. This 20% discount on adult or child admission is good through July 31, 1982.

You may pick up coupons at the following locations:

- Tamiami Campus - PC Rooms 220 or 224
- Bay Vista Campus - TC Room 110

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CAR LOAN RATES DOWN AT CREDIT UNION

The Credit Union has lowered their interest rate on new car financing to 15%. While this rate will be in effect through end of July, it may possibly be extended.

In addition any member borrowing from the Credit Union is automatically covered by up to \$10,000 of free credit life insurance.

For more information you may visit the Tamiami Office of the Credit Union, PC Building, Room 106, or call 554-2499. The office is open each weekday except Wednesday from 10:00 a.m. to 3:00 p.m.

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BRIDES SHOULD GET NEW SOCIAL SECURITY CARDS

Spring and summer brides should be sure to include on their agenda of changes a new Social Security card to record their new name. A new card with the same number will be issued in the new name within a few weeks.

People should let Social Security know when they change their name so that their Social Security records may be updated. Eligibility for and the amount of monthly retirement, survivors, and disability benefits for a worker and his/her family depend on the accuracy of the worker's life-time earnings record.

To report a name change, contact any Social Security office. Proof of both the old and the new identity is required.

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SOUTH FLORIDA BLOOD SERVICE WILL CONDUCT A BLOOD DRIVE:

JULY 15, 1982
UH 2nd FLOOR-GAME ROOM
12:00 noon - 4:00 p.m.

EAT BEFORE CONTRIBUTING, PLEASE!!

REPORT CHANGE IN WORK PLAN TO SOCIAL SECURITY OFFICE TO AVOID OVERPAYMENT

Employees receiving Social Security benefits who have a change in their work plans should report the change to Social Security as soon as possible to avoid the possibility of an overpayment in their Social Security benefits. An overpayment occurs when people receive benefits to which they are not entitled because their earnings are too high.

The annual report that beneficiaries who earn over the earnings limit are required to submit indicates how much they expect to earn in the coming year. The Social Security benefit amount is reduced \$1 for each \$2 over the earnings limit. If a person earns more than he or she estimates, an overpayment results. If earnings are lower than the estimate, an underpayment results.

However, the best way to prevent an incorrect payment is to report the changes to Social Security as soon as possible. A significant overpayment may occur, if a person waits until the overpayment is detected through the normal review procedures.

People are required by law to pay back benefits they are not entitled to receive. This may be done in a lump sum, but very often results in withholding of future checks.

The 1982 earnings limit is \$6,000 for people 65 and over, and \$4,440 for people under 65. The earnings test does not apply to people who are 72 or over during the entire year.

The purpose of the earnings test is to measure whether, and the extent to which, people are actually retired or were dependent upon the earnings of a retired, deceased, or disabled worker. A different earnings test which includes medical considerations is used for people receiving disabled worker benefits.

Questions about this should be directed to: Information Items, Social Security Administration, Office of Information, Room 4-J-10, West High Rise, 6401 Security Boulevard, Baltimore, Maryland 21235. Telephone: (301) 594-1234, or call the Social Security Office nearest you.

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FEEDBACK - "Federal Tax Breakthrough" Article in June '82 PERSONNEL TOUCH

Those of you who expressed an interest in the personal financial planning program will be personally contacted.

WELCOME NEW PERSONNEL STAFF

Welcome to Mrs. Velma Harris, Personnel Technician II, Classification and Pay Section.

Mrs. Harris (not a relative of the Director) joins the University after several years of experience with Dade County's Personnel Department. (continued)

NEW STAFF (continued)

Her arrival will assist the Classification and Pay section as it continues the cyclical audit program. She may be reached at Extension 2519.

EMPLOYEES STAY IN SHAPE AND HAVE FUN

Members of the University, through the Athletics Department, have formed nine (9) softball teams composed of males and females. They will compete among themselves, each Thursday at 5:30 p.m. Competition will run through August, 1982.

If you are interested in competing or attending the games, contact any of the Team Captains listed below:

- Steve Altman, Academic Affairs
- Robert Castillo, Duplicating
- Jim Helm, SERDAC
- Terry Scavella, Athletics
- Henry Thomas, Student Affairs
- Sid Walesh, Planning and Analysis
- Judi Gertman, Campus Ministry
- Amparo Bared, Personnel Relations
- Kathy Schaut, Controllers

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CALENDAR

- July 7 - Career Service Senate Mtg. (Tamiami)
- July 8 - Career Service Time Cards Due
- July 9 - Payday
Sign-On Deadline for Next Pay Day
- July 13 - CWS & OPS Time Cards Due
- July 14 - Career Service Senate Mtg. (Bay Vista)
- July 15 - South Fla. Blood Services Blood Drive - UH - 2nd Floor Game Room - 12:00 - 4:00 p.m.
- July 21 - Career Service Mtg. (Tamiami)
- July 23 - Pay Day
Sign-On Deadline for Next Pay Day
- July 28 - Career Service Senate Mtg. (Bay Vista)
New Employee Orientation Program (Bay Vista)
- July 30 - New Employee Orientation Program (Tamiami)

KEEP YOUR PERSONNEL RECORDS UP-TO-DATE

Whenever you have a change of name, address or telephone number, please come to the Personnel Department Records Section and sign a Change form, in order for your records to be up-to-date in case of an emergency. Thank you.
