

the Personnel Touch

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.

FEBRUARY
Vol. 7, No. 1

UNIVERSITY CREDIT UNION NEWS

Effective January 1, 1983, the credit union began paying daily interest on all share/savings accounts while still keeping the rate at seven percent (7%). This means credit union members will now earn from day of deposit to day of withdrawal.

Thursday, February 17th, 4:00 p.m., is the time for the credit union's 36th Annual Membership Meeting. The place is University of Miami Faculty Club at 1550 Brescia (adjacent to Red Road, S.W. 57 Avenue.) The short business meeting will be followed by some very nice door prizes. All members are invited.

NEWS ABOUT FEDERAL TAX PLANNING

Now, while the new year is still young, is a good time to review the income tax being withheld from your paycheck.

INCOME-TAX WITHHOLDING. Seven out of nine workers are having too much tax held out of their pay, according to the Internal Revenue Service. That's the same as letting the government use your money interest-free.

Simplified process. Under the Economic Recovery Tax Act of 1981, it's easier than ever to match your withholding against your final tax for the year.

New form. The latest W-4 form--the Employee's Withholding Allowance Certificate--permits you to cut the amount taken from your pay if you are a two-income married couple or if you have other special circumstances. Among them: Alimony payments, sizable itemized deductions, moving expenses, tax credits, business losses and qualified retirement contributions. A formula translates these into "allowances" that can be listed on your W-4 in addition to the regular personal exemptions for yourself and dependents.

Value of allowances. Each allowance frees \$1,000 of salary from withholding. But beware of claiming false exemptions. You could be fined up to \$500 and possibly get a jail term. As long as you list 14 or fewer exemptions, however, no special notice is sent to the IRS.

Impact on taxes. Keep in mind that changing the amount of money taken from your pay has no impact on how much tax

you eventually will owe. But it can make a big difference in the size of your paycheck. More information on withholding is contained in Publication 505, available at most IRS offices.

\$

UNIVERSITY EMPLOYEE BENEFITS COMMITTEE (UEBC)

Dr. John A.F. Nicholls, Associate Professor in Marketing/Environment, has accepted to serve as chairperson of the UEBC. He previously served as a member of this committee.

The UEBC is composed of representatives from the Faculty, A & P and Career Service staff. The committee meets periodically, on an as-needed basis to consider/screen additional benefits programs for employees.

This year the committee will review and reassess its role. If you have questions about activities of this committee and/or its procedures, please contact either Dr. Nicholls (554-2571 or Sharon Stroemer (554-2530).

NOTICE TO HEALTH INCENTIVE PROGRAM MEMBERS

Under the procedures for Health Incentive Program (HIP), members must file all claims for services rendered in 1982 by March 1, 1983.

#####

MEDICARE OPEN ENROLLMENT THROUGH MARCH 31

People who failed to sign up for the medical insurance part of Medicare when they were first eligible, or who dropped out, may enroll now through March 31 at any Social Security office. Coverage begins July 1.

Medicare medical insurance is available to almost everyone at age 65, to disabled people under 65 who have been entitled to Social Security Disability benefits for at least 24 months, and to most people with permanent kidney failure. Nine out of 10 eligible people are enrolled.

Medicare medical insurance helps pay doctors bills and other medical expenses not covered by hospital insurance. It is funded from individual monthly premiums paid by those who enroll and by (cont'd)

MEDICARE INSURANCE (continued)

Federal general revenues. The basic premium is \$12.40 a month through June 1983. Generally the monthly premium increases by 10 percent for each year a person could have had medical insurance but did not.

People 65 and over who are not eligible for Social Security or railroad retirement benefits can get Medicare hospital insurance by enrolling and paying a monthly premium. The monthly premium for these people is \$113 through June 1983. People who buy hospital insurance must also sign up for the medical insurance part of Medicare and pay the monthly premium.

For more information, contact any Social Security Office.

@@

BLOOD DRIVE ACTIVITIES

INQUIRE, LEARN and GIVE so others can live.

Various departments and groups of the University will sponsor blood drives for South Florida Blood Service during 1983. A Blood Drive Committee has been formed to guide this process and at this time they are implementing a series of donor education programs.

Inquire by calling Ms. Mary Jo Crosby, Extension 2534, to find out how your department or group can become involved.

Learn by participating in scheduled donor education programs.

Give during drives sponsored this year so others can live.

"Give a gift from the Heart!"

#####

WHEN AN EMPLOYEE IS FIRED

(This article is purposed to help University employees understand and assist relatives and friends outside the University when appropriate.)

No one--not even the top person--is immune from firings. In today's economy, dismissals seem to be increasingly common--and often happen quite suddenly. But there are ways to ease the transition from your old job to a new, better one.

Anticipated or not, it's usually a thunderclap that creates a stress level equivalent, say psychologists, to the death of a loved one or divorce. To lose a job--to be fired--can transform a person of worth into a creature who is viewed by others (and sometimes by herself/himself) as worthless.

In this country there still is a very strong stigma to being unemployed. No matter what level of income, power or authority a person has attained, people generally think that if they have been canned (fired, terminated, encouraged to leave) there must be something wrong with them. Despite the fact that person may be totally guiltless, employers and employees alike seldom stop to analyze the real reasons why people get fired.

Lack of performance probably is the major cause of terminations, but people lose jobs because of organizational changes, personality clashes, insecurity of others, age, death, acquisitions, mergers, divestitures, economic conditions, lack of talent, or just plain change. No employment agreement is without the risk of change.

Today, people often have their lives disrupted by losing jobs. If it does happen, you can avoid some of the pain and mistakes by knowing what to expect.

Consultants have observed common reactions, attributes, feelings and experiences that people have when they leave a company involuntarily.

The person will experience an array of emotions--disbelief, anger, fear and anxiety, a desire for vengeance, a deep sense of loss, or even severe depression. The person must accept these emotions as normal, focus on the positive aspects the job has provided, then get on with life.

Almost anyone can improve their employment status, with the right attitude and proper preparation. Tell your family and friends that you are unemployed. You'll need their support and help. Family members and friends may be able to direct you to potential job contacts.

Don't accept the first offer unless it meets your strategy. Try to control the self-imposed pressure to get back to work as soon as possible. You can't afford to choose the wrong company. Being underemployed or misemployed is as bad as being unemployed.

After you start the new job, be aware that change is a constant. Reevaluate your progress, successes and failures at least once a year. New organizations mean new teams. How will they affect you?

Remain a positive thinker. You're good; you have talent, experience and potential!

(Excerpted from January 1983 Working Woman Magazine - Thomas M. Camden)

THIRD NUMBER LONG DISTANCE TELEPHONE CALLS

The University does not permit the charging of third number calls to University telephone number(s) at any time by any person including employees or other persons associated with the University.

It must be made clear to all employees and other associates that all third number calls charged to university telephone number(s) will be thoroughly investigated as fraudulent calls. The party(s) who made the calls then will not only be expected to make restitution, but will be charged with intent to defraud the telephone company in accord with the proper statute in the appropriate court of law.

Arrangements for a Calling Card for long distance calling may be made with your appropriate Vice President. Ms. Helen Fox will requisition the cards after receiving authorization.

\$