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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.

NOVEMBER 1983
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PROPOSAL - NEW UNIVERSITY TELEPHONE DIRECTORY

The Personnel Department is planning to publish a more useful telephone directory. (You are familiar with the present one.) We propose to publish the directory in a loose leaf binder, to be updated every three (3) months. In order to do that, it requires the following:

1.a. Personnel Services will distribute one set of loose leaf corrections to each department every three months. Departments will be responsible for reproducing and providing one copy to each department member who has a telephone directory.

b. Everyone having a directory will be responsible for inserting the correct copy into his/her directory.

2. Annual directories will no longer be published. The quarterly corrected pages will prevent that necessity.

3. New employees requiring directories must either consult with responsible members of their department or with Tamiami Personnel to update their own directory. The new employees must insert the loose leaf corrections.

4. All employees will give new information about themselves or their work location to Mrs. Grace Fernandez, Personnel PC 220 - Tamiami - 554-2525. That is the only way we will have accurate directories. No more yearly directory proof sheets will be distributed to employees.

5. This article does not address how directories given to companies and agencies outside the University will be updated.

Please provide your reactions to this proposal by November 10, 1983 - Personnel Services, PC 220 - 554-2534 or 554-2576. We need your reaction now!

CAREER SERVICE STATE CLASSIFICATION SYSTEM REVISION - JANUARY 1, 1984

The Department of Administration has been working with all State agencies
continued

to implement a legislatively mandated revision to the State Career Service Classification System. The project includes the revision of all Career Service job specifications including new minimum training and experience qualification requirements. In addition, there will be a consolidation of existing job titles, which are similar in nature and function, into a new single job title. (For example: Secretary I and Clerk Typist II will have a new title of Clerk Typist II). Many of the current classification titles we are familiar with will be changed to new titles when the plan goes into effect; for example, Secretary III will become Secretary Specialist, and Secretary IV will become Senior Secretary.

The Legislature directed that implementation of the revision and consolidation was not to require additional State funding, resulting in no changes to the current pay grade levels assigned to classifications of university positions.

At the time of conversion:

- There will be no resulting salary increases.
- The collective bargaining designation for individual positions will remain the same.
- Employee's Anniversary or Probationary evaluation due dates will not change.

During November the Personnel Office expects to receive specific instructions for the conversion and a complete listing of old to new titles. Watch for the December issue of the Personnel Touch for additional information which should be available at that time.

UNIVERSITY'S SECRETARIAL DEVELOPMENT PROGRAM

"UNIVERSITY PURCHASING - Forms and Procedure" This seminar is designed to simplify the purchasing process.

The facilitator of this seminar is
continued

Mrs. Doris Sadoff, Assistant Vice President of Administrative Affairs, and members of the Purchasing Department.

The schedule for this seminar follows:

BAY VISTA

Tuesday, November 8, 1983

9:15 a.m. - 11:30 a.m.

Room TC 333B

TAMIAMI

Thursday, November 10, 1983

9:00 a.m. - 11:30 a.m.

Room UH 210

Please confirm your attendance by calling Mrs. Mary Jo Crosby - 554-2534 - by November 7, 1983.

"EMPLOYEE SAFETY SEMINAR" This seminar is designed to identify the responsibilities of employees and the University to create and maintain a safe and healthy work environment. Examples of several office-related accidents that people think don't happen will be highlighted. Measures to prevent these accidents, First Aid procedures, as well as the procedure for accident and claim reporting will be presented.

The seminar facilitator is Mr. Jimmy Beauchamp, Director of Environmental Health and Safety. This seminar is designed to be very beneficial to all levels of secretaries.

The schedule for the seminar follows:

BAY VISTA

Tuesday, November 15, 1983

9:15 a.m. - 11:55 a.m.

Room TC 333B

TAMIAMI

Thursday, November 17, 1983

9:00 a.m. - 11:55 a.m.

Room UH 210

Please confirm your attendance by calling Mrs. Mary Jo Crosby, 554-2534, by November 10, 1983.

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SPECIAL GROUP ENROLLMENT FOR HEALTH INCENTIVE PROGRAM (HIP)

This is a reminder that the enrollment period ends November 14, 1983. This is the only time you may enroll in the HIP. A brochure, with details of the plan, was distributed to all employees. If you have any questions, please contact - Leanne Fincham - 554-2536.

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"TRICKS AND SKILLS SEMINAR"

The seminar, "Tricks and Skills of Good Secretaries", conducted by Mrs. Anne Todd of the Division of Student Affairs, was designed to refresh secretaries and clerical employees on good secretarial habits -

- telephone etiquette,
- proofing written material for spelling, grammatical accuracy,
- properly addressing dignitaries,
- structuring and typing letters as well as other documents,
- office dress and deportment.

Mrs. Todd was superb in accomplishing the intent of this seminar.

Here are some of the comments about the seminar made by new and seasoned university secretaries:

- . "I learned correct office procedures, which will improve my performance and the overall workings of the office."
- . "we need more programs like this."
- . "I am looking forward to more!"
- . "I received several copies of information which will be helpful in the future for reference."

Eleven of these seminars were conducted; more were demanded. They will resume in the Spring 1984.

PLANNING IS IMPORTANT

Some will pay more tax than they have to, but not because they will make mistakes on their returns. Instead, they will miss out because they have failed to plan properly, losing tax saving opportunities by default.

It's a shame to see people who otherwise qualify and are able, forget to make their tax deductible IRA contributions by the due date. When a person in the 35% tax bracket forgets to make a \$2,000 IRA deposit on time, \$700 goes down the drain.

A word to the wise: You have until April 15, 1984, or the day you file your income tax returns, whichever comes first, to make the IRA deposits that can be deducted on your 1983 return.

Any of the rates are available on current Coral Gables Federal Savings Certificates when opening an IRA, subject to minimum balance requirements. Payroll deduction is available. Brochures are available in the Personnel Office, PC 220, or contact the bank directly.

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NOVEMBER HOLIDAYS

There are three official state holidays in November -- Veterans' Day on the 11th, and Thanksgiving and the day after Thanksgiving on November 24th and 25th. You will receive your November 11th paycheck on the 10th, and November 25th paycheck on the 23rd. HAPPY HOLIDAYS TO YOU AND YOURS!
