

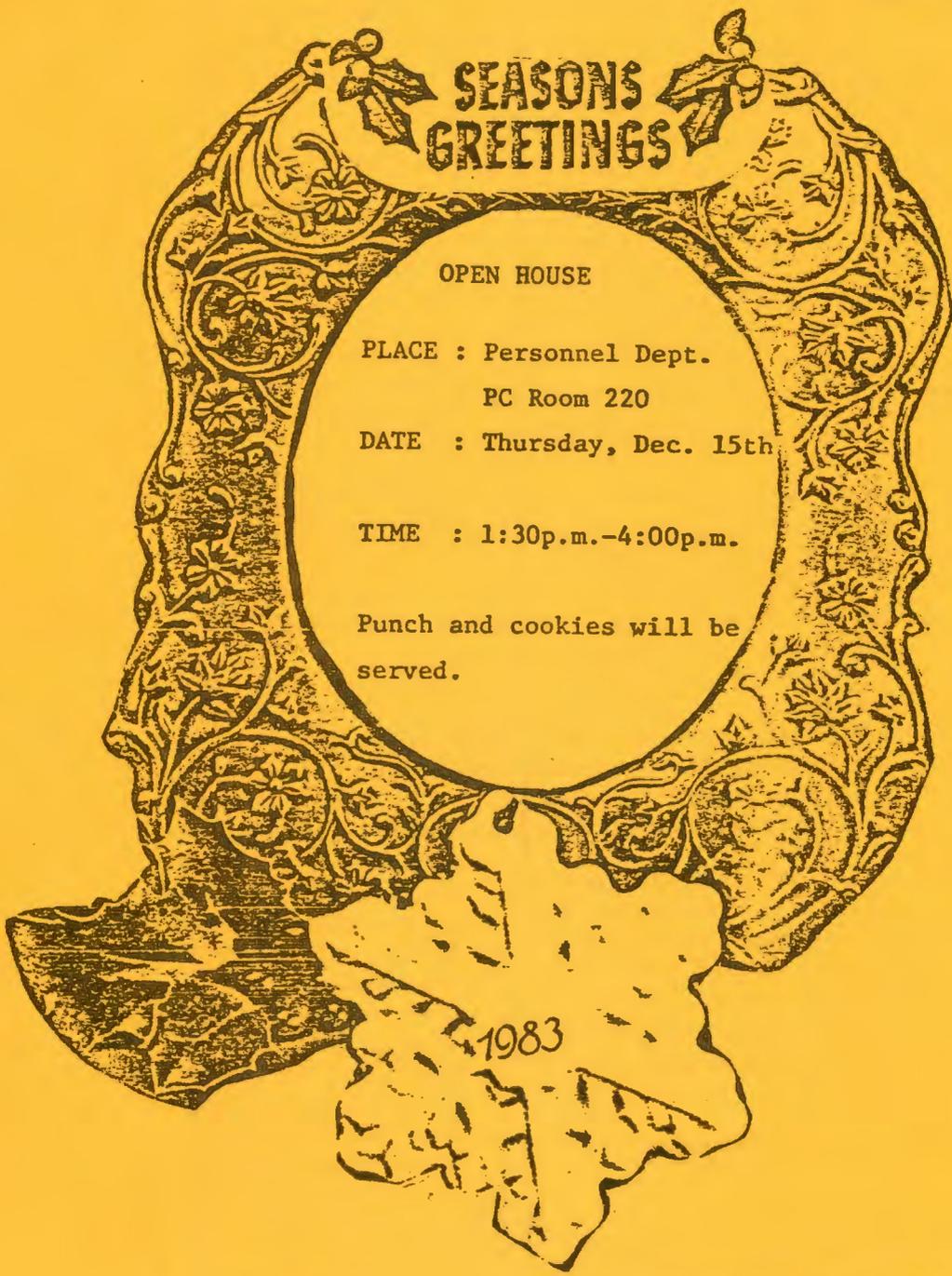
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the Personnel Touch

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.

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SEASONS GREETINGS

OPEN HOUSE

PLACE : Personnel Dept.
PC Room 220

DATE : Thursday, Dec. 15th

TIME : 1:30p.m.-4:00p.m.

Punch and cookies will be served.

1983

TOGETHER

Ho, brother, it's the hand clasp and the good word and the smile
That does the most and helps the most to make the world worth while!
It's all of us together, or it's only you and I—
A ringing song of friendship, and a word or two of cheer,
Then all the world is gladder, and the bending sky is clear.
It's you and I together—and we're brothers one and all

Whenever through good fellowship we hear the subtle call,
Whenever in the rack of things we feel the helping hand
Or see the deeper glow that none but we may understand—
Then all the world is good to us and all is worth the while;
Ho, brother, it's the hand clasp and the good word and the smile!

HOLIDAY LEAVE

The holidays will be observed as follows: December 26, 1983, (Monday) Christmas January 3, 1984, (Monday) New Year's Day.

Regarding holidays, here are a few rules that speak to situations Career Service employees often ask about:

. Each employee shall be permitted to take off on all authorized holidays, if the workload of the University is such that the employee's work can be discontinued.

If the holiday is observed:

. On the employee's regular work day and the employee is required to work, the employee shall be credited with special compensatory leave equal to the time worked on the holiday not to exceed eight hours.

. On the employee's regular day off and the employee is not required to work, the employee shall be credited with special compensatory leave equal to the number of hours in the employee's regular work day not to exceed eight hours.

. On the employee's regular day off and the employee is required to work, the number of hours worked on the holiday shall be counted as hours worked and the employee shall also be credited with special compensatory leave equal to the number of hours in the employee's regular work day not to exceed eight hours.

. Special compensatory leave credit earned from working when a holiday is observed shall be granted as a delayed holiday, and shall not be paid in cash except in conjunction with a separation from the Career Service or a move to another State agency. (The pay for special compensatory leave is at straight time, i.e. an hour of pay for an hour of work.) The delayed holiday or special compensatory leave earned in conjunction with a holiday should be used as soon after the actual holiday as feasible.

In making the decision when to use the delayed holiday, consideration should be given to the date the employee desires to use it; however, employees should not be allowed to accumulate such special compensatory leave credits for the purpose of being able to receive a lump sum cash payment at some future date.

UNIVERSITY PURCHASING AND EMPLOYEE SAFETY SEMINARS

The University's Secretarial Development Program continues to get high marks from secretaries.

Here are some of the comments in response to the Purchasing and Employee Safety Seminars:

PURCHASING

. Information about University Mail Services, including Courier and FITS Shuttle, was extremely valuable.

. Knowledge about how the Purchasing

process and procedures work, including requisitions, property management, consultant form for personal services, central receiving, Central Stores, and purchase orders, is extremely useful!

. Now I can comprehend the need for all the paperwork. Everything seemed to fall into place. It is also nice to be able to match a face with a name.

. The program was informative, interesting and well presented!

EMPLOYEE SAFETY

. Everyone on campus should be allowed to attend a Safety Seminar. You would be surprised at all the things you really take for granted.

. Learning the problems and cost factors related to accidents was astounding.

. Handling accident reports was very valuable.

Some general comments were:

. "Waiting for more of these programs."

. "These seminars are very helpful.

There should be more held to cover other areas."

Please do not fret! More seminars are coming! Look for a detailed list (calendar) in the January 1984 issue of the "PERSONNEL TOUCH".

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HOLIDAY SAFETY TIPS

As the Holiday Season approaches, many of you will select that perfect tree to trim!

Too often happy occasions end in tragedy! Extreme safety should be practiced when selecting your Christmas Tree, caring for it and when picking an artificial tree.

In selecting the tree look for one that is brightly colored with intense green-tree smell.

Store it outside. When you're ready to bring it indoors, cut 2" off the base diagonally and place it in a sturdy stand filled with water.

Keep bulbs from resting on branches, and always shut off the tree lights before going to bed or leaving home.

If you choose an artificial tree, remember that aluminum trees are electrical conductors and can become charged. Do not decorate with strings of lights. Shine a spotlight (low wattage) on the tree instead.

For more information and helpful tips about year-round and holiday safety, please contact Environmental Health and Safety - 554-2621.

The Department of Environmental Health and Safety wishes you a healthy, happy and safe holiday season!

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THE INFORMATION CONCERNING REVISION OF THE CAREER SERVICE CLASSIFICATION SYSTEM DID NOT ARRIVE IN TIME FOR THIS ISSUE. WE WILL BE PROVIDING ADDITIONAL DETAILS IN THE NEAR FUTURE.