

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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ATTENTION NINE MONTH FACULTY

This is to remind you that February, March, and April are the months that advanced summer premiums are taken for your health insurances and your State Life insurance. If you have changes or questions about this, please contact Leanne Fincham, 554-2536.

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FORFEITURE OF YOUR RETIREMENT BENEFITS

The law provides that under certain specific conditions of misconduct, you shall forfeit all rights and benefits in the Florida Retirement System, except for a refund of your retirement contributions. Those conditions are as follows:

1. You are found guilty by a jury, found guilty by a court trying the case without a jury, plead guilty or nolo contendere to, or have your employment terminated because of your admitted commission of any of these offenses:
 - . Aiding or abetting any embezzlement or theft from your employer,
 - . bribery in connection with your employment,
 - . any other felony specified in Chapter 838, Florida Statutes.
2. You are found guilty by a court of competent jurisdiction of violating any state law against strikes by public employees.
3. You are an elected official convicted by the Senate of an impeachable offense.

Research, Education and Policy Bureau
Florida Division of Retirement

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FOR YOUR CONVENIENCE

Internal Revenue Service Tax forms and schedules are available through April 15, 1984, on both campuses. **TAMIAMI:** In the lobby area, outside of Room PC 510. **BAY VISTA:** In the mailroom. If you have questions about the availability of forms, please contact Mr. Harold Mann - 554-2167.

UNIVERSITY MANAGEMENT/SUPERVISORY DEVELOPMENT

1. "EFFECTIVE PROBLEM SOLVING: THE WHOLE-BRAIN APPROACH"

Join us in the first program of the University's Management/Supervisory Development series to:

- . Find out better ways to make decisions
- . Discover your decision-making strategy and tactics
- . Find out how others make decisions
- . Recognize style impact on problem solving outcomes, and
- . Explore your own creative, flexible potential to improve your job effectiveness.

The program will be conducted:

Tuesday, February 14, 1984
Room UH 2nd Floor Ballroom
8:45 a.m. - 12:00 Noon.

Please confirm your attendance by calling Mrs. Mary Jo Crosby, 554-2534 by February 13th.

2. "PRACTICAL TECHNIQUES OF EMPLOYMENT INTERVIEWING, AND THE UNIVERSITY'S EMPLOYMENT PROCESS"

This will be conducted:

February 28, 1984
PC 521

More details will be available in a special memorandum.

UNIVERSITY SECRETARIAL/CLERICAL DEVELOPMENT

"The University Travel Process" workshop will be conducted at Bay Vista on Tuesday, February 21st and Tamiami on Thursday, February 23rd.

Details will be available in a separate memorandum.

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CHIROPRACTIC RATE INCREASE - STATE GROUP HEALTH

Due to an increase in the use and cost of chiropractic services, the rates to include chiropractic coverage under your State Employees Group Health Self-Insurance Plan must be increased.

The new rate will be effective with April 1984 coverage. The premium deduction increase will be reflected beginning with your biweekly pay check received on March 2. The new biweekly premium to include chiropractic coverage is as follows:

Individual	\$13.33
Family	\$37.41.

If you do not wish to continue with chiropractic coverage, please contact your personnel office immediately. If you wish to continue with chiropractic coverage, you need do nothing.

PERIOD FOR JOINING HMO'S

The Health Maintenance Organizations (HMO'S) have officially established their procedures for accepting applications for enrollment of state employees at times other than mandated periods. Mandated periods mean the Annual Group Enrollment Period, held in June, the employee's first 31 days of employment, and for adding dependents to existing membership, within 31 days of acquiring dependents.

The following provides a brief summary of the procedures established:

AVMED HEALTH PLAN

AVMED will not accept applications for enrollment except during the mandated periods.

CIGNA HEALTH PLAN OF SOUTH FLORIDA, INC.

CIGNA (formerly American Health Plan; then Insurance Company of North America (INA)), will not accept applications for enrollment except during the mandated periods.

INTERNATIONAL MEDICAL CENTERS (IMC)

IMC will accept applications for enrollment; however, for effective dates of coverage after February 1, 1984, a 90-day waiting period will be applied to all pre-existing conditions.

SOUTH FLORIDA GROUP HEALTH, INC.

South Florida Group Health will not accept applications for enrollment except during the mandated periods.

MATERNITY LEAVE

An employee who is pregnant or who adopts a child shall, upon written request submitted to his/her supervisor, who will forward it to the Personnel Office, be granted a leave of absence without pay for maternity purposes as follows:

1. The period of maternity leave shall not exceed 6 calendar months and shall commence on the date requested in writing by the employee after consultation with her physician.

2. In the case of child adoption, the period of maternity leave shall not exceed 4 calendar months.

While the granting of maternity leave is mandatory, the University may grant a regular leave of absence prior to the effective date of maternity leave or grant an extension of such leave up to 12 calendar months.

The University shall acknowledge to the employee in writing the period of leave to be granted, and the date the employee will return to duty.

While maternity leave is leave without pay, the employee, upon being granted maternity leave, may request and be placed on annual leave with pay commencing the date determined by the employee to cover any part of the six-month period until all or any part of the employee's accrued annual leave credits have been used.

Any illness caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery therefrom shall be treated as a temporary disability and the employee shall be allowed to use accrued sick leave credits when certified by a physician that the illness or disability was caused or contributed to by these conditions.

Should any portion of the maternity leave be paid leave, the employee shall be entitled to accumulate all benefits granted under paid leave status.

SOUTH FLORIDA FAMILY ENTERTAINMENT DISCOUNT CLUB

Applications are now available in the Personnel Office to become a Charter Member of the South Florida Family Entertainment Discount Club. As a Charter Member you will receive a 50% discount on the \$10.00 annual membership fee (you only pay \$5.00). Each month you will receive advance notice of the major family shows coming to South Florida, and the special discounts you will receive. Your family will enjoy the opportunity to see Ice Follies & Holiday on Ice, Walt Disney's Great Ice Odyssey, Sesame Street Live and many other shows and family-oriented attractions. For more information, call Ms. Leanne Fincham - 554-2536.
