

# 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.

APRIL 1984  
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## 1984 TRAINING CALENDER

### PLEASE READ THIS

Many employees have requested more advanced notice for scheduled training programs. We are listing the portion of the 1984 Training Calendar listed in the January 1984 Personnel Touch that still remains.

Some dates and room numbers are subject to change due to unforeseen circumstances that may occur, but we feel this calendar will help you plan your attendance.

### TRAINING AND DEVELOPMENT PROGRAMS

Although a separate announcement will reflect the specific time and place each program will be conducted, most will be conducted from 8:45 a.m. - 12:00 noon in PC 521 (Tamiami) and TC 333B (Bay Vista).

### MANAGEMENT/SUPERVISORY DEVELOPMENT

All programs in the Management/Supervisory Development series will be held at Tamiami.

Apr. 10	Developing a Productive Organizational Climate (Motivation and Conflict Resolution Lab)
Apr. 24	Effective Performance Appraisals
May 8	Writing Disciplinary Actions
May 22	Avoiding Job Stress
June 5	Managing Departmental Funds
June 19	Job Safety Laws and Practices
Sept. 11	Florida Government: The Making of Laws Affecting University Managers
Sept. 18	University Budgets
Sept. 25	The Travel Process and Managing Departmental Funds
Oct. 2	Computer Services and Applications, and All You Should Know About Using Dimension 2000 Telephones
Oct. 9	Administering A&P and Career Service Grievances and Discipline
Oct. 16	Administering Faculty Grievances and Discipline
Oct. 23	Effective Planning and Time Management
Oct. 31	Personal Financial Planning (tentative)

### SECRETARIAL/CLERICAL DEVELOPMENT

All programs will be conducted at both Tamiami and Bay Vista.

	<u>TAMIAMI</u>	<u>BAY VISTA</u>
Maintaining A Productive Organizational Unit	4/19	4/17
Avoiding Job Stress	5/3	5/1
Monitoring Departmental Funds	6/5	5/31

### GENERAL PROGRAMS

	<u>TAMIAMI</u>	<u>BAY VISTA</u>
New Employee Orientation	Monthly	Quarterly
Job Safety Laws and Practices for Physical Plant Staff only	6/14	6/12
CPR (Cardio Pulmonary Resuscitation)	6/28	6/26
Career Planning Workshop	7/31	8/2
How to Be a Desirable Employee	9/26	9/24
Effective Use of Audio/Visual Equipment and Aids	11/1	10/30
Copyright Laws and Rules (Tentative)	11/6	

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### SUGGEST! SUGGEST!

The State of Florida and the University urges employees to take note of things they disagree with and make suggestions to improve them. Suggestions may involve procedures, equipment and/or other things you feel need improvement. So ... don't complain - suggest and hopefully receive a monetary reward.

Suggestion forms are available near all duplicating machines, the Personnel Offices or Mrs. Barbara Schulze, Chairperson, State Awards Committee, PC 519.

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SCHEDULE OF OPTIONAL RETIREMENT PROGRAM  
COMPANY REPRESENTATIVES ON CAMPUS

Representatives from the four companies participating in the Optional Retirement Program will be on campus according to the following schedule. Interested Faculty and eligible A & P employees should take advantage of these times to speak to any or all of the company representatives present.

TAMIAMI CAMPUS

April 10 & 11, 1984	9:00 a.m. - 4:00 p.m. OE Trailer I 121
April 23 & 24, 1984	9:00 a.m. - 4:00 p.m. DM 370
May 14 & 15, 1984	9:00 a.m. - 4:00 p.m. DM 370

BAY VISTA CAMPUS

April 12, 1984	9:00 a.m. - 4:00 p.m. TC 333 A
April 25, 1984	9:00 a.m. - 4:00 p.m. TC 333 B
May 16, 1984	9:00 a.m. - 4:00 p.m. TC 333 B

The four companies participating in this program are: Security First Group-Capitol Life, TIAA-CREF, VALIC and Voyager.

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UPDATE! EFFECTIVE FILE SYSTEMS WORKSHOPS

These workshops (January 17, 1984 - February 9, 1984) were designed to help secretaries.

We feel optimistic, due to these workshops, we now have a core of secretaries and departments with effective files.

Relative to the workshops -  
DEPARTMENTS ARE REMINDED OF THE REQUIREMENT TO CONTACT THE UNIVERSITY CONTROLLER BEFORE ANY DEPARTMENT RECORDS ARE DISCARDED OR DESTROYED.

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CREDIT UNION FEATURES IRAS

As the tax deadline approaches you might be interested in the attractive IRA available at the Credit Union.

The yield is high because the IRA pays 1% more than the 90-day Treasury Bill yet there are no fees or charges whatsoever. You can even withdraw the money without penalty at any time. The Credit Union is available to all permanent employees. Toby Disbrow manages the Branch at PC 106. The phone number is 554-2499 and the hours are 10:00 a.m. - 3:00 p.m. each week day except Wednesday.

HAROLD MANN RETIRES

Harold Mann, Property Manager, has been employed with the University for thirteen years. He saw the University from its inception to now. His last day is April 30, 1984. He may revisit us, as an OPS worker, from time to time.  
CONGRATULATIONS, HAROLD!

CORAL GABLES FEDERAL - DRIVE-IN HOURS

The Bird Road Branch has just announced extended Drive-In hours. Effective April 2, 1984, the Drive-In windows will be open from 8:00 A.M. - 3:00 P.M.

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POSTAGE STAMPS AT UNIVERSITY

*Jerry Margolin, former University Postmaster, probably spoiled all of us by having carriers provide stamps for us in our offices.*

*Well, do not despair. A postage stamp machine is almost as close for your convenience. This machine is located in the University House Bookstore. The stamps are priced for face value - NO MARK UP.*

*Stamps are available at the Bay Vista Campus in the University's Post Office - SC 145.*

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SUNBLAZERS CLUB MEMBERSHIP THROUGH PAYROLL DEDUCTION

University employees have a unique opportunity to join the Sunblazers Club, the official booster group for Athletics, through payroll deduction. The minimum deduction per pay period is \$2.00, which would enable an employee to become an honorary coach. Honorary Coaches receive a baseball cap, bumper sticker, club pin, certificate and quarterly newsletters. Those who pledge at least \$4.00 per pay period receive an official travel shirt in addition to the above benefits. Your tax deductible membership fee will provide needed financial support for our student athletes.

The pride which Sunblazers teams have created in the University helps to make the University community a real family of caring employees. Through your support we can go a long way to strengthen our young and dynamic athletic program.

Please contact the Athletic Department, Extension 2756, and ask for Mrs. Sherman who will give you more information concerning Sunblazer membership through payroll deduction.

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TO ALL EMPLOYEES OF THE STATE OF FLORIDA

*The International Inn located near Disney World is pleased to offer you a very special rate of \$26.00 net plus 7% tax effective April 1, 1984 through December 31, 1984. This rate is for up to four persons in a room.*

*Call reservations at (305) 351-4444.  
International Inn  
6327 International Drive  
Orlando, Florida 32819 (Just Off I-4)*

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