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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.

MAY 1984
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PERQUISITE APPLICATIONS

The close of fiscal year 1983-84 is drawing near. It is time to submit requests for Perquisites and Dual Employment and Compensation for fiscal year 1984-85.

Requests that are not timely submitted will require a written explanation of the exigent circumstances from the President prior to approval from the Department of Administration.

It would save valuable time and effort, if these forms are properly completed and timely submitted. For information call Grace Fernandez, 554-2525.

HAPPY HOLIDAY

The State of Florida observes Memorial Day on Monday, May 28th. Police Officers and others who may be required to work on this day will be credited with special compensatory leave equal to the time worked on the holiday, not to exceed eight hours.

DON'T LOSE IT - USE IT

Permanent, fulltime Career Service employees are reminded they are entitled to one personal holiday per year. This personal holiday must be taken prior to July 1, 1984.

Members of the faculty and A & P employees exempted under Florida Statutes 110.205(2)(e), are not eligible for the personal holiday.

ATTENTION FACULTY MEMBERS

Thursday, May 31, 1984, is the deadline for submitting the Optional Retirement Program Ballot/Enrollment forms to the Personnel Office. All forms must be signed and returned whether you choose to participate or not.

MAY TRAINING PROGRAMS

Management/Supervisory Development Program "WRITING & PROCESSING DISCIPLINARY ACTIONS"

Tuesday, May 8, 1984
9:00 a.m. - 12:00 Noon
PC 521

Facilitator: Steve Belcher, Assistant to Vice President for Human Resources

General Program

NEW EMPLOYEE ORIENTATION

Friday, May 18, 1984
8:45 a.m. - 12:00 Noon
PC 521

Facilitator: Mary Jo Crosby, Employee Trainer, and Divisional Representatives

Secretarial Development Program

"SAMAS: THE UNIVERSITY'S NEW ACCOUNTING SYSTEM"

Thursday, May 31, 1984
9:15 a.m. - 12:00 Noon
TC 333B

Facilitator: Jim Ketzle, University Controller

REACTIONS: To date, training programs in the Management/Supervisory, General and Secretarial Development series have interested and delighted audiences. Some reactions we have gotten from participants are:

"These programs are the best things that have happened."

"I am very pleased to see this kind of training take place at the University. This saves our department money. We seek the same training outside the University, which is very costly."

"The programs are very informative. Keep them coming!"



OPTIONAL RETIREMENT PROGRAM

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

TAMIAMI CAMPUS

May 14 and 15, 1984
9:00 a.m. - 4:00 p.m.
DM 370

BAY VISTA CAMPUS

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

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

OUTSTANDING CAREER SERVICE EMPLOYEE AWARD

Congratulations to Jerry Meyer, Assistant Director - Physical Plant, Bay Vista Campus! Jerry was voted the 1984 Outstanding Career Service employee. This award is given for outstanding service to the department and/or the University community. He will spend two weeks at the Estero Island Beach Club in Fort Meyers, free, compliments of the FIU Foundation.

Certificates of Appreciation were awarded to:

1st Runner-Up:
Marilyn Vinson, University Relations & Development.

Finalists for Outstanding Employee Award:

- Ada Diaz Comp. Systems & Services
- Pat Duguid Budget/Planning
- Charles R. Easton Library/Reference
- Toby Levin Business Administration
- Malvelina Monell Public Affairs & Serv.
- Wayne L. Rustad Intercollegiate Athletics
- Jane Steinberg Public Affairs & Serv.

STATE SUGGESTION AWARDS

These awards are given for outstanding contributions in promoting efficiency, economy and safety in State Government.

Award Recipients:

- Tricia Allen Postal Service
- Barry Bacaris Postal Service
- Eleanor McCotter Athletics
- Jesus Rodriquez Utilities

Start now. Be in the winner's circle next year!

EMPLOYEE BENEFITS

. DISNEY FANTASEA

Walt Disney Productions presents the DISNEY FANTASEA, a 7-day cruise, on the S/S Norway. The cruise will depart the Port of Miami, and sail the Carribbean (Nassau, St. Thomas, Out Island) from November 3 - 10, 1984.

Club members receive a 25% discount on the cruise. Club member rates begin at \$822. for the cruise.

Contact the Magic Kingdom Club Travel Center at (305) 828-3329, 9:00 a.m. - 5:00 p.m. ----- Monday - Friday, for special rates and more information on the S/S Norway.

. HOLIDAY INN (Hialeah, 1950 West 49th St.)

This location's standard rate for single occupancy is \$60.00 and for double, \$65.00. State Government rate is \$37.00 per person, per night (1-4 persons per room).

This provision will help defray costs to bring in job candidates and State employees with whom you must conduct university business.

. EPCOT CENTER AND THE MAGIC KINGDOM

Walt Disney World is rolling back admission prices at both Epcot and the Magic Kingdom for club members who are Florida residents. (Club membership cards may be picked up at Personnel Services.) You pay \$12.00 (regular price \$17.00) for a one-day admission to either attraction, from May 1 - 31, 1984.

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AMENDMENT TO UNIVERSITY'S 1984 TRAINING SCHEDULE

The two cardiopulmonary Resuscitation classes listed below will not be conducted:

- June 26, 1984 - Bay Vista
- June 28, 1984 - Tamiami

BAY VISTA

A "CPR" Class is usually conducted on the second Wednesday of every month. It lasts four hours and is open to Faculty, Staff and the outside community.

Special arrangements may be made to teach the class in Spanish, or to be conducted for specific departments.

Class sizes are limited. Contact Ms. Cynthia Haley, 940-5620, for more information and registration.

TAMIAMI

An evening "CPR" Class (6 pm - 9 pm) is open to Faculty, Staff and the outside community, once every other month.

The next class is scheduled for June, 1984.

For more information and registration, contact Ms. Edith Savarino - 554-2401.
