



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.

JULY 1984
Volume 7, No. 5

UNIVERSITY'S EMERGENCY EVACUATION

Guidelines to evacuate the University, in an orderly manner during emergencies, have been established. The guidelines are contained in Chapter 15.5 of the Administrative Affairs Policy and Procedure Manual. They include information on the following points:

- . What to do if you see a fire
- . What alarm sound you will hear when you MUST evacuate . Where occupants of every building must evacuate
- . What handicapped individuals must do
- . What cafeteria employees must do before evacuating
- . What individuals in laboratories and cash generating areas must do before evacuating, and
- . How individuals must conduct themselves when exiting buildings.

Once it has been determined by the Campus police that there is a need to evacuate a building at the University, the occupants of that building will be alerted by a continuous repetition of three short blasts of the fire alarm. This will be the signal to begin evacuations.

In the unlikely event that the Campus police have not been notified of an apparent emergency, i.e., smoke, flames, etc., the discoverer of such emergency shall activate the fire alarm from the nearest pull station and employ common sense in alerting other occupants of the need to evacuate.

In buildings that are not equipped with a fire alarm, the discoverer of an emergency, i.e., smoke, flames, etc., shall employ common sense in notifying occupants of the need to evacuate.

When it has been determined by the Campus police that an emergency no longer exists, a repetition of two blasts shall be sounded on the fire alarm for a period of five minutes.

Please look at the entire Policy now, hopefully before an emergency arises.

Contact Mr. Jim Beauchamp, Director of Environmental Health and Safety, at 554-2621, for any details concerning University safety and/or emergencies.

HEALTH INSURANCES: NEW PREMIUMS AND OPEN ENROLLMENT

Effective July 1, 1984, the biweekly premium rates for full-time employees participating in the State Health Insurance plan are as follows:

Individual without Chiropractic	\$ 7.59
Family without Chiropractic	27.82
Individual with Chiropractic	9.83
Family with Chiropractic	33.46

Because of the increase in the State contribution to the health plans, the biweekly rates for HMO participants are listed below. These rates are subject to change effective October 1, 1984 in conjunction with the Open Enrollment period to be held September 10-21, 1984.

AVMED Health Plan

Individual	9.90
Employee + 1 dependent	26.10
Employee + 2 or 3 dependents	38.60
Employee + 4 or more dependents	51.10

CIGNA Health Plan

Individual	2.83
Employee + 1 dependent	15.06
Employee + 2 or 3 dependents	21.28
Employee + 4 or more dependents	37.50

International Medical Centers

Individual	0.00
Employee + 1 dependent	0.00
Employee + 2 or more dependents	17.56

South Florida Group Health

Individual	8.90
Employee + 1 dependent	24.10
Employee + 2 or 3 dependents	45.60
Employee + 4 or more dependents	68.60

If you have questions, please call Sharon or Leanne in the Personnel Office, 554-2530 or 554-2536.

UNIVERSITY \$\$ - SAVING TRAVEL SEMINAR

A travel seminar is being planned to help obtain the least costly means of transportation and accommodations for University travel.

The seminar is designed to be dynamic. BRAND NEW information will be presented to secretaries who are responsible for making travel arrangements. (Travelers are welcome, also). Tentative dates are:

<u>Bay Vista</u>	<u>Tamiami</u>
Tues., 7/24/84	Thurs., 7/26/84
9:15 a.m. - 12:00 noon	9:00 a.m. - 12:00 noon
Room TC 333	Room PC 521

The management of Harris Travel Service will conduct the program.

A special announcement is forthcoming. Please make plans now to attend.

NEW POSITION DESCRIPTION

The Personnel-Classification unit is using a new Career Service position description form for all classification actions including new positions and reclassifications. There is an obvious difference between the old position description and the new one. The old form contains 36 items to be completed. The new form contains only 27 items to be completed.

Please request new forms from Personnel-Classifications (554-2519), and throw away the old forms now.

PRESENT AND POTENTIAL MOTORCYCLE RIDERS

Effective Oct. 1, motorcycle riders in Florida will have to pass a separate motorcycle test in addition to their normal examination unless their driver license contains a sticker to permit motorcycle operation. University employees and students who operate motorcycles or three-wheeled scooters are encouraged to go to a driver license office and pay the small fee to obtain the sticker before Oct. 1 to avoid having to take the additional driving and written test.

Please call your nearest driver license office for information about this new requirement.

YOUR PERSONALITY POWER

Every time you answer your telephone, you create an impression of yourself and the University.

Have you ever wondered how your callers picture you? (THINK ABOUT IT EVERYDAY, EVERY CALL!)

All that callers know of you is what they hear. They notice the quality of your voice, how clearly you speak, your tone and emphasis. Your voice is an important part of your personality, no matter where you are or what you do. But over the telephone ... YOUR VOICE IS YOU.

You can sound uncertain, abrupt, routine or irritated. Or you can be confident, courteous and friendly. It all depends on what you say and how you say it. Remember, when you speak with an alert, pleasing tone, your voice seems to say - "I am glad you called the University. May I help you?"

Personality Power is the key to pleasing service. It is the ability to make a favorable impression every time you answer your telephone. YOU HAVE IT - AND YOU CAN USE IT TO WIN FRIENDS FOR YOURSELF AND THE UNIVERSITY.

Courtesy of Southern Bell

BRIDES SHOULD GET NEW SOCIAL SECURITY CARDS

Spring and Summer brides who intend to use their married name at work should be sure to get a new Social Security card to record their new name. A new card with the same number will be issued in the new name within a few weeks.

People should let Social Security know when they change their name so that their Social Security records may be updated. Eligibility for the amount of monthly retirement, survivors, and disability benefits for a worker and his or her family depends on the accuracy of the worker's lifetime earnings record.

To report a name change, contact any Social Security office. Proof of both the old and the new identity is required.

BENEFIT

WEEKI WACHEE AND HOLIDAY INN ARE OFFERING A SPECIAL DISCOUNT PACKAGE THROUGH SEPTEMBER 1984. FOR DETAILS, CONTACT LEANNE IN THE BENEFITS SECTION, 554-2536.

\$\$ CONGRATULATIONS \$\$

Gerald W. Meyer and Brian Bitar of the Physical Plant Department at Bay Vista were awarded \$1,588.00 for a suggestion. They proposed a tie-in of the Chilled Water System in the Trade Center Building with that of the Central Utility Plant at BVC, making it possible to shut down the Trade Center System during peak periods resulting in substantial savings.

Employees may participate in the Awards Program by picking up applications available at photocopy machines or the Personnel Offices at both campuses.

BLOOD DRIVE

JULY 16, 1984 - PC LOBBY, 2ND FLOOR.