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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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EXIT INTERVIEW PROCEDURE

In accordance with Section 22A-07, F.A.C., the Office of Personnel Relations is required to interview each employee who separates from the Career Service for the purpose of determining the exact reasons for such separation. It is also the University's policy to encourage Faculty and A&P employees to participate in this process, as well.

Consequently, it is imperative that employees with hiring authority adhere to the procedure identified below:

1. Upon notification of termination, the supervisor shall request a letter of resignation.
2. The supervisor shall arrange for an exit interview appointment by contacting the Office of Personnel Relations at 554-2181 at Tamiami or 940-5545 at Bay Vista.
3. Once the exit interview has been arranged, an appointment confirmation will be sent to the employee together with a questionnaire which should be completed by the employee and returned to our office at the time of the exit interview.
4. The employee should bring the letter of resignation to the exit interview as well as his/her employee ID and Faculty/Staff Library card.

Please contact us at Extension 2181 if you need additional information.

NO DEDUCTION FOR INSURANCE

Because there are three bi-weekly paydays in August (3, 17, and 31), no deduction will be made from the August 31 paycheck for the following items:

- State Health Insurance
- State Life Insurance
- Savings Bonds, and
- the four (4) HMO's (AVMED, CIGNA, South Florida Group Health, and International Medical Centers).

SALARY INCREASES

The 1984-85, Fiscal year Salary increases and effective dates for Non-Unit A&P and all Career Service employees are as follows:

<u>Employee Category</u>	<u>Percentage Increase, and Effective Date</u>
<u>Non-Unit A&P</u>	
Positions in the following classifications:	
Assoc. Dir., Cont. Education;	
Cont. Ed. Coord.;	
Dir. & Asst. Dir., Univ. Lib.;	
Dir. & Assoc. Dir., Student Affairs;	5%, effective
Std. Aff. Coord.	Sept. 1, 1984
<u>All other Non-Unit A&P</u>	5%, effective
	Jan. 1, 1985
<u>Career Service</u>	
covered by Master Agreement	4.29% of base pay eff. December 1, 1984
covered by Professional Health Care Agreement	5% of base pay eff. Jan. 1, 1985
covered by PBA	Varies according to implementation instructions for the Step Pay Plan
not covered by a collect. bargaining agreement	5% of base pay eff. Jan. 1, 1985

The above information is outlined in the 1984-85 Appropriations Act. The Personnel Office has not received specific implementation instructions for each of the Career Service categories. Please watch the Personnel Touch for further information.

ANOTHER OPPORTUNITY

The annual health insurance open Enrollment Period for 1984 will be September 10 through 21 for a coverage effective date of November 1, 1984. A memorandum detailing how to enroll or change plans will be distributed prior to the open enrollment period.

1984 U.S. SAVINGS BOND DRIVE

From now until August 23, the State is holding its annual U.S. Savings Bond Drive. The market-base interest rate for Series EE Bonds issued between May 1 and October 31, 1984 is 9.95% for the first semiannual interest period. This makes U.S. Savings Bonds a more attractive investment than ever before. Information brochures will be distributed campus-wide. If you have any questions or wish to enroll, please call Leanne at 554-2536.

HOW TO HELP YOURSELF THROUGH PROBLEMS

Do you get tired of people stating that NOISE and other distractions make them unable to concentrate on their work? Some of the distractions complained about are:

- . Telephone calls.
- . Nearby conversations about grandchildren, people's romances, who got into trouble, and other gossip.

Some of the complainers may be chronic "excuse makers", just offering one more excuse for not completing their work on time. However, on the other hand, they may be sincere, dedicated employees who do not know how to increase their powers of concentration.

If you would like to improve your concentration and efficiency, and thereby have more peace of mind, keep reading.

Most really successful people, in whatever field, subordinate everything to the main purpose of their lives. Their secret lies in their power to concentrate, and thus to obtain maximum results with a minimum of apparent effort.

Concentration, for most of us, is an acquired habit, and everyone can improve his/her power. One aid to better concentration at work is to try to keep to yourself for at least part of the workday.

Other aids are to:

- . Make war on clutter.
- . Foresee questions.
It may take some hard mental work to think through what the whole task will involve, and to foresee questions or problems that will arise, but it is less work in the end. And the quality of the whole job will be upgraded.
- . Think of positive aspects of completing the project. How can you expect to gain from its successful completion - financially, emotionally, or in other ways?
- . Relax.
The one thing common to all forms of successful thinking and doing is a peaceful mind.

Stress and other factors that fatigue and distract, always drag down your powers of concentration. Get enough sleep at night, take rest breaks on the job (please, not too many), and exercise.

A shopping list of ingredients to achieve better concentration, according to Walter Olesky (a writer for the Los Angeles Times Service) includes:

1. Interest in the work at hand
2. Organization of time
3. Organization of materials
4. Quiet atmosphere for work
5. Focusing on the work at hand
6. Environment conducive to work
7. Mood conducive to work
8. Positive attitude about doing task at hand
9. Determination that we will be successful at the task
10. Good health to handle the stress of the task
11. Perseverance to stick to the task until completion
12. Knowing the purpose of the task and believing in it
13. Faith that we will be successful and benefit from completing the task.

SEATBELTS REQUIRED FOR STATE EMPLOYEES

The Governor and Cabinet recently adopted a Resolution to implement the required use of seat belts by State employees whenever these employees use motor vehicles to conduct State business. This means that any and all State employees who are engaged in State business (whether in a State vehicle, a vehicle leased or rented by the State, or in a privately owned vehicle authorized for official State business) must use seat belts while travelling in such vehicles. You might be interested to know that the Resolution was prompted by a loss, from 1972-1984, of more than 19 million tax dollars in workers' compensation losses attributable to State employee automobile accidents involving injury or death... An average loss of more than 1.5 million Tax dollars per year.

Physical Plant Department.

IMPORTANT - ORP BROCHURES NEEDED!

We will experience a shortage of Optional Retirement Program brochures for new faculty beginning in the Fall. If any Faculty or A&P employee electing not to participate in ORP has any of the brochures left, please send them back to the Personnel office, as soon as possible. Any help you can give us will be greatly appreciated.