



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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HMO OPEN ENROLLMENT AND NEW PREMIUM RATES:

The dates for the 1984 open enrollment for Health Insurance plans are Sept. 10 through 21, 1984. The following is a listing of rates effective Oct. 1, 1984 for full-time employees.

	<u>Biweekly Premium</u>
<u>AVMED Health Plan</u>	
Individual	12.40
Empl. + 1 dependent	38.60
Empl. + 2 or 3 depen.	51.10
Empl. + 4 or more depen.	66.10
<u>CIGNA Health Plan</u>	
Individual	2.49
Empl. + 1 dependent	24.70
Empl. + 2 or more depen.	43.80
<u>Health-America</u>	
Individual	4.58
Empl. + 1 dependent	10.60
Empl. + 2 or more depen.	37.36
<u>International Medical Centers</u>	
Individual	4.90
Employee + 1 dependent	9.60
Empl. + 2 or more depen.	36.60
<u>South Florida Group Health</u>	
Individual	12.40
Empl. + 1 dependent	38.10
Empl. + 2 dependents	43.60
Empl. + 3 or more depen.	68.60

Representatives from the HMO's will be on campus during the open enrollment as follows:

Tamiami Campus - Wed., Sept. 12, 10:00 a.m. - 3:00 p.m., PC 2nd floor lobby area.

Bay Vista Campus - Thursday, Sept. 13, 10:00 a.m. - 3:00 p.m., TC 333E.

VALUABLE SEMINARS

1. UNIVERSITY & DEPARTMENTAL PURCHASING

This program provides managers and supervisors with up-to-date information about University mail services, contracts in which they must engage with vendors for services or equipment, departmental property control, central receipt of departments' orders, and rules and guidelines regarding general purchasing.

This program is designed to help managers with acquisitions and controls.

Mrs. Judy Weech, Purchasing Director, will facilitate the program which will be held on Thursday, Sept. 20, 1984, 9:00 a.m. - 11:30 a.m., PC 521.

Please confirm your attendance by calling 554-2534.

2. NEW EMPLOYEE ORIENTATION

This quality program provides new faculty and staff with information about the University's goals, history, organizational structure, policies, procedures, employee benefits, and employee opportunities.

Mrs. Mary Jo Crosby will coordinate the program which will be held on Friday, Sept. 21, 1984, 8:45 a.m. - 12:00 noon, PC 521.

Please confirm your attendance by calling 554-2534.

DENT-ALL OF FLORIDA OPEN ENROLLMENT

The annual open enrollment period for Dent-All is September 1 through October 31, 1984. Employees interested in enrolling should contact Sharon or Leanne in Personnel, Extension 2530 or 2536 for brochures and applications.

ADMINISTRATIVE LEAVE FOR EMPLOYEES TO
BE REEXAMINED OR TREATED FOR A
MILITARY SERVICE-CONNECTED DISABILITY

Effective October 1, 1984, any State employee who has been rated by the Veterans Administration to (1) have incurred a service-connected disability, and (2) who is scheduled by the VA to be reexamined or treated for the disability shall be granted administrative leave for such reexamination or treatment. In no event shall the administrative leave under these provisions exceed 6 calendar days per yr.

ANNUAL TELEPHONE DIRECTORY

Please prepare to provide updated information for the annual University Telephone Directory. In the past, many employees provided us with updated information regarding their job titles, building location, and telephone number after the telephone directory was printed. The reason stated was they didn't know the directory was being updated. "Update Sheets" will be distributed in late September. Please begin now passing the word.

This year, individual directory proof sheets will not be sent to employees. Rather one computer sheet, bearing the names and telephone number of employees in the department, will be sent to department heads. Please make corrections, additions, and/or deletions where appropriate on that sheet, and return it to Personnel Services, Tamiami.

PERSONNEL SERVICE WELCOMES!

Ms. Tahlia McClain is the University's new Employment Manager. She is a seasoned professional in Personnel administration as well as a veteran within the SUS. She has worked previously in Personnel at three sister universities - FAU, UNF, and UCF. She began her duties at FIU on July 2, 1984. Welcome, Tahlia!

SPECIAL SAVINGS AT BUSCH GARDENS

Now through Sept. 30, 1984, you get \$2.50 off the regular admission price to The Dark Continent, and free parking. Discount coupons are available in the Personnel Office, or call Leanne at 554-2536.

CREDIT UNION SAVERS EARN MORE

The Credit Union states that their rates - on a variety of savings accounts - are the highest in Miami. They offer regular passbook accounts, term certificates and special accounts for money market rates and tax-deferred retirement accounts.

Any permanent employee can join and save through payroll deduction. The credit union office is in room 106 of the PC building. The office is open from 10:00 to 3:00 every day except Wednesday; telephone 554-2499.

EMPLOYEE DISCOUNT - CIRCUS USA

Treat your family to an evening of excitement under the big-top.

D.J.M. productions is sponsoring CIRCUS USA, Tuesday, October 9 through Sunday, October 14 at Miami International Mall, off 836 at N.W. 107 Avenue.

University employees will receive a discount of \$2.00 per ticket.

Please contact Leanne Edwards at Extension 2536 for ordering information.

CALENDAR

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| Sept. 13 | Career Service Time Cards Due |
| Sept. 14 | Pay Day
Sign-on deadline for next Pay Day |
| Sept. 17 | PC 1st Floor Blood Drive |
| Sept. 18 | CWS & OPS Time Cards Due |
| Sept. 21 | New Employee Orientation Program, Tamiami Campus, PC 521, 8:45 a.m. - 12:30 p.m. |
| Sept. 27 | Career Service Time Cards Due |
| Sept. 28 | Pay Day
Sign-on deadline for next Pay Day |

POSSIBLE WAY TO PROLONG LIFE

Lung disease changes the life of almost every American. Twenty times more smokers than nonsmokers die from chronic bronchitis and emphysema. Despite all warnings, 52 million people still smoke - and 340,000 of them die prematurely yearly.

You can defend your lungs - and your co-workers' by quitting smoking. Remember just one cigarette:

Lowers the temperature of your skin

Immediately upsets the flow of blood and air in and out of your lungs, and

Speeds up your heartbeat.

Be courteous to your co-workers, and do yourself a favor by kicking the habit today.