

# 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.

OCTOBER 1984  
Volume 18 No. 8

## LEAVES OF ABSENCE: PROCEDURES AND GUIDELINES

In accordance with Chapter 22A-8.02, F.A.C., the following applies with regard to leaves of absence of employees in the Career Service.

All leaves of absence with or without pay shall be formally requested in writing to the employee's supervisor. Any leave request must be approved prior to the effective date the employee is to begin leave.

Recommendations for approval of leave without pay should be forwarded to the Director of Personnel. The Director of Personnel, as the President's designee, is the ultimate authority to approve or disapprove the request for leave of absence without pay.

If an employee goes on leave of absence without pay, without prior written approval by the Director of Personnel, he/she is considered to be on unauthorized leave. Employees should be aware that this could jeopardize their insurance coverages. Further, the unauthorized absence may be treated as abandonment of the position and as a resignation from the Career Service System.

If you have any questions regarding this subject, please call Mrs. Grace Fernandez at 554-2525.

## 1985 TELEPHONE DIRECTORY

The deadline to submit information for inclusion in the 1985 Telephone Directory has been moved to Friday, October 19, 1984. We ask your cooperation in this important effort to have an accurate, complete, and timely document.

## "YOUR ACHING BACK"

The Physical Therapy department will be presenting a Wellness Class, "Your Aching Back", on Wednesday, Oct. 31, 1984, 12:15 p.m. - 1:15 p.m.; Room UH 316. This class is open to all employees of the University and concerns the prevention and treatment of back problems. For more information, please contact the Student Wellness Center at 554-2434.

## FOURTEEN SECRET MOTIVATORS

Managers are not the only people who need to know about motivators and motivation. Every person, regardless of age, race, type of business, level of position, family or social circumstance, will be ahead of the game when they truly understand motivation, their own as well as others'. Insight into motivation is valuable, it can avoid arguments, envy, dislike, and turmoil between bosses and employees.

Motivation has been defined as desires and learned needs that cause people to do the things they do or say the things they say. And as you know, it is what people do and/or say that largely shapes our opinion of them. We either like them/dislike them, envy them/admire them, trust/distrust, reward/punish, praise/scold, etc. based on our perception of what they do or say. Again the more we understand human motivation, the clearer will be our perception of what people are really doing or saying.

One author, James K. Van Fleet in Lifetime Conversation Guide, has identified "14 secret motivators". He states that they are "the basic desires or learned needs that every normal person has". The 14 are:

1. A sense of personal power.
2. Ego-gratification, a feeling of importance.
3. Financial success.
4. Recognition of efforts.
5. Social or group approval, acceptance by one's peers.
6. The desire to win; the need to be first, to excel, to be the best.
7. A sense of roots, belonging somewhere, either to a place or a group.
8. The opportunity for creative expression.
9. The achievement of something worthwhile.
10. New experiences.
11. Liberty and freedom; privacy.
12. A sense of self-esteem.
13. Love in all its forms.
14. Emotional security.

Van Fleet says, "except for the first two - the desire for power and the need for a feeling of importance - which psychologists feel are the two greatest motivators of all, I have not listed the rest of these basic desires or learned needs in any particular order of importance. The point is, however, that a person will not be completely happy and contented if any one of them is not being satisfactorily fulfilled. Everything an individual does is directed toward their fulfillment. Every waking moment - every thought, word, and act - is aimed at achieving these goals."

So if you are in daily contact with "normal" people, please expect them to do something or say something to indicate their desire to fulfill some of their "14" needs or desires. When you see that, don't punish the people; don't envy them. Rather, help them fulfill their desire. They'll love you for that; they'll trust you; your relationship will be strengthened; your relationship will be better. Try it!

#### FEEDBACK! INFORMATION! FEEDBACK!

The "State Government and the University" seminar was excellent! The presenters, Fausto Gomez of the University's Office of Legislative Relations, and Emoryette McDonald, of the BOR's Office of Personnel Programs and Labor Relations, provided University managers with some very useful information.

The following is a list, provided by Ms. McDonald, of major Personnel resources for managers to better acquaint themselves with written Personnel provisions:

#### Florida Statutes

- Chapter 110 - State Employment  
(Parts I - V)
- Chapter 112 - Public Officers and Employees; General Provisions  
(Parts I - VII)
- Chap. 440 - Worker's Compensation
- Chap. 443 - Unemployment Comp.
- Chap. 447 - Labor Organizations  
(Parts I & II)
- Chap. 216 - Planning & Budgeting
  - 216.251 - Salary Appropriations' Limitations
  - 216.262 - Authorized Positions
- Chap. 240 - Postsecondary Education  
(Parts I - V)

#### Rules

- Department of Administration
  - Chap. 22A - Career Service System
  - 22K - Personnel Management Sys.
  - 22SM - Senior Management System
  - 22B - Retirement
  - 22M - Career Serv. Commission
  - 9D - Florida Commission on Human Relations

#### Board of Regents

- Chap. 6C-5 - Systemwide Personnel Matters

#### Florida International University

- Chap. 6C8, F.A.C.

#### Collective Bargaining Agreements

- Board of Regents & United Fac. of Fla.
- Police Benevolent Assoc. (law enforcement unit & supervisor's unit)
- American Federation of State, County & Municipal Employees
- Florida Nurses Association

Additionally, consult your Personnel Office for updates and current interpretations of the provisions of these documents.

#### Dent-All

The Dent-All of Florida open enrollment period ends October 31, 1984. Anyone who wishes to enroll must do so by this date.

#### CREDIT UNION DAY AT 6 FLAGS

Saturday, October 20th, has been designated as Credit Union Family Day at 6 Flags-Atlantis. The largest discount ever offered, \$3.50, will be available to credit union members and their family (up to a total of 6 per family). Admission will be by special coupon which the credit union will be including in their quarterly statements to be mailed in early October.

For more information about this coupon or other credit union services, please call or visit Toby in PC 106, 554-2499.

#### OCTOBER 1984 PT CALENDAR

- Oct. 8 Blood Drive - PC 5th Floor  
10:00 a.m. - 3:30 p.m., PC 521
- Oct. 17 Career Service Senate Chapter Meetings, Tamiami - PC 435,  
10:00 a.m., Bay Vista - SC 240, 10:00 a.m.
- Oct. 19 New Employee Orientation Program - 8:45 a.m. - 12:15 p.m., PC 521
- 1985 University Telephone Directory computer printout updates due in Personnel
- Oct. 26 Payday  
Sign-on deadline for next payday
- Oct. 30 West Campus Blood Drive, at UH 210