

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.

November, 1984
Volume 78 No. 9

UNIVERSITY SEXUAL HARASSMENT POLICY

Copies of the University's "Policy to Prohibit Sexual Harassment" booklets are being distributed to all Faculty, A&P, and Career Service employees. It is extremely important for all employees to be informed, up front, of the contents of this policy. Anyone who has not received a copy should call the Office of Equal Opportunity Programs at 554-2785. PLEASE COMPLY!

DIFFICULTY PROCESSING SALARY PAYMENTS

The Personnel Department is experiencing difficulties in processing payment for non-U.S. citizens.

University departments should be aware of the different categories of visas and immigration status before an offer of employment is made.

Any alien who enters the United States on a temporary basis accepting unauthorized employment is subject to deportation. Employment permission will depend upon the type of visa granted to enter the U.S. Please refer any questions regarding the employment of non-U.S. citizens to the Office of International Student Services, 554-2421, who can determine the employment eligibility of their documents. (This applies to all FIU employees).

VERY IMPORTANT OPEN ENROLLMENT

An open enrollment is being held by the Gabor agency from November 26 - December 7, 1984 for the following coverages:

Hospital Income

Long Term Disability

Accidental Death and Dismemberment

Employees can enroll or increase their existing coverage at this time.

Detailed information and applications have been sent to all employees. If you have not received this information, please call Personnel - 554-2530 or 554-2536.

As a result of a recent survey, the Hospital Income benefit is being increased from \$80 per day to \$100 per day effective January 1, 1985.

INFORMATION, EVENTS, CLARIFICATION!!

Hundreds of callers from off-campus call the University operators looking for information about events - seminars, lectures, conferences, dances, testings, concerts, etc. - that the operators are unaware of. That aggravates hundreds of callers and our operators, and negatively impacts the image of the University and attendance at your events!

SOLUTION. Please contact the University operators, and give them the following information BEFORE the event takes place:

Name of event - Date - Hour -
Location - Name and Telephone
number of host, i.e., department
or individual.

You may contact the operators by dialing "0" or 554-2000 (Tamiami) or 940-5500 (Bay Vista).

NEW EMPLOYEE ORIENTATION PROGRAM

Friday, November 30, 1984

Tamiami Campus, PC 521

8:45 a.m. - 12:00 p.m.

SEA WORLD DISCOUNT

October 1, 1984 through January 1, 1985, Dolphin Club Card holders are receiving a special 30% discount on the admission price at Sea World. To receive this discount, employees must show their Dolphin Club Card with a special decal on it. Decals and cards are available in Tamiami and Bay Vista Personnel offices, or call 554-2536.

PLEASE NOTE THIS DEADLINE

Due to the Christmas holidays, it is necessary to adjust our deadlines for the pay period that runs from December 14, 1984 through December 27, 1984 as follows:

The last day to sign on a new employee (or employees going from OPS to CS) will be 12/14/84. These action forms must be received by Records no later than 12/13/84.

Non-compliance will result in employees not receiving a paycheck on January 4, 1985.

INSTRUCTIONS FOR IMPLEMENTING THE
GENERAL SALARY INCREASES FOR FISCAL YEAR 1984-85

- I. The following instructions shall be used for employees whose positions are allocated, on November 30, 1984, to those classes listed on Attachment A.
- A. Every full-time or part-time Career Service employee, regardless of status or current salary, shall be granted a salary increase equal to 4.29 percent (.0429) of the employee's November 30, 1984 base rate of pay, effective December 1, 1984.
 - B. Determination of the December 1, 1984 Salary Increase During Out-of-Title Work Assignment:
 - 1. The salary increase received upon promotion to the out-of-title class shall be removed,
 - 2. As provided in Paragraph I.A. above, the employee's base rate of pay shall be increased by 4.29 percent, and
 - 3. The amount of salary to be received in the out-of-title class shall be added.
 - 4. On the date the out-of-title work assignment is removed the employee's salary shall be reduced by the amount received in B.3. above.
- II. The following instructions shall be used for all full-time or part-time Career Service employees whose positions are allocated, on December 31, 1984, to classes reflected on Attachment B.
- A. Every full-time or part-time Career Service employee, regardless of status or current salary, shall be granted a salary increase of 5.0 percent (.050) of the employees December 31, 1984 base rate of pay, effective January 1, 1985.
 - B. Determination of the December 1, 1984 Salary Increase During Out-of-Title Work Assignment:
 - 1. The salary increase received upon promotion to the out-of-title class shall be removed,
 - 2. As provided in Paragraph II.A. above, the employee's base rate of pay shall be increased by 5.0 percent, and
 - 3. The amount of salary to be received in the out-of-title class shall be added.
 - 4. On the date of out-of-title work assignment is removed, the employee's salary shall be reduced by the amount received in B.3. above.
 - C. Any employee who received the 4.29 percent in accordance with Paragraph I above shall not be eligible to receive the 5.0 percent increase on January 1, 1985.
- III. In processing the salary increases provided for in Paragraphs I and II above, the following provisions shall apply:
- A. In making these salary calculations, base rate of pay shall include competitive area differential pay, but shall not include leadworker pay, shift differential pay, hazardous duty pay, direct-contact pay, on-call fees, criminal justice incentive pay, or any other pay additives.
 - B. Employees who are on leave without pay on the date of eligibility for salary increases (December 1, 1984 or January 1, 1985) shall receive the authorized salary increase, effective the date they return to the payroll. In no case shall such increases be retroactive.
 - C. On December 1, 1984, the 4.29 percent salary increase; and on January 1, 1985 the 5.0 percent salary increase, shall be granted before any other personnel action is taken.
 - D. The employee's anniversary date is not affected by the implementation of these salary increases.

ATTACHMENT A

CAREER SERVICE CLASSIFICATIONS
TO RECEIVE 4.29% INCREASE
EFFECTIVE DECEMBER 1, 1984

<u>Code</u>	<u>Class Title</u>
0002	Clerk II
0003	Clerk III
0004	Clerk IV
0011	Receptionist
0045	Records Technician
0073	Clerk Typist II
0078	Clerk Typist III
0090	Word Processing Systems Operator II
0093	Word Processing Systems Operator III
0102	Secretary
0111	Executive Secretary I
0114	Executive Secretary II
0186	Cashier
0261	Centrex Operator
0703	Staff Assistant I
0706	Staff Assistant II
0709	Administrative Assistant I
0712	Administrative Assistant II
0809	Purchasing Agent I
0903	Property Clerk I
0906	Property Clerk II
0918	Storekeeper I
1312	Vocational Instructor III
1320	Learning Resources Specialist
1322	Training Specialist I
1406	Fiscal Clerk II
1415	Fiscal Assistant I
1418	Fiscal Assistant II
2003	EDP Clerk
2006	Data Processing Control Specialist
2015	Data Entry Operator
2039	Computer Operator I
2042	Computer Operator II
2063	Computer Programmer I
2066	Computer Programmer II
2069	Computer Programmer III
2081	Systems Project Analyst
2105	Data Communications Monitoring Specialist
2108	Data Communications Specialist
2769	Museum Curator
3106	Statistical Aide II
4243	University Union Program Specialist I
4262	Financial Aid Evaluator
4264	Financial Aid Specialist
4273	Admissions Counselor
4284	Career Counselor I
4303	Library Technical Assistant I
4304	Library Technical Assistant II
4600	Radio-Television Engineering Tech
4606	Engineering Technician II
4609	Engineering Technician III
3615	Photographer I
3618	Photographer II
3703	Illustrator I
3706	Illustrator II
3716	Art Editor
3723	Audio-Visual Technician
3732	Information Specialist I
3733	Information Specialist II
3751	Editorial Assistant
3793	Television Producer-Director

<u>Code</u>	<u>Class Title</u>
4142	Teacher Aide
4143	Classroom Teacher I
5017	Laboratory Technician I
5018	Laboratory Technician II
5021	Laboratory Technician III
5027	Laboratory Technician IV
5043	Chemist I
5728	Community Youth Leader
6217	Food Control Specialist
6309	Assistant Printer
6310	Printer I
6314	Phototypesetter
6366	Motor Vehicle Operator
6373	Maintenance Repairman
6374	Maintenance Support Technician
6389	Laborer
6391	Semi-Skilled Laborer
6394	Groundskeeper
6423	Locksmith I
6426	Painter
6441	Plumber
6444	Electrician
6451	Refrigeration Mechanic
6466	Maintenance Mechanic
6484	Building Construction Specialist
6518	Laboratory Machinist
6526	Custodial Worker
6539	Automotive Equipment Mechanic I
6540	Automotive Equipment Mechanic II
7233	Electronic Technician I
7234	Electronic Technician II
8406	Radio-Teletype Operator

ATTACHMENT B

CAREER SERVICE CLASSIFICATIONS
TO RECEIVE 5% INCREASE
EFFECTIVE JANUARY 1, 1985

<u>Code</u>	<u>Class Title</u>
0005	Clerk V
0007	Clerk Supervisor II
0096	Word Processing Systems Operator Supv.
0129	Office Operations Supervisor II
0276	Centrex Administrator II
0300	University Postal Administrator II
0321	Schedule and Space Administrator
0812	Purchasing Agent II
0815	Purchasing Agent III
0821	Assistant Purchasing Director
0921	Storekeeper II
0928	Stores Manager
0942	Property Administrator II
1006	Personnel Technician I
1009	Personnel Technician II
1012	Personnel Technician III
1423	Supervising Fiscal Assistant I
1424	Supervising Fiscal Assistant II
1427	Accountant I

1430	Accountant II
1436	Accountant III
1437	Accountant IV
1653	Internal Auditor I
1656	Internal Auditor II
1679	Planning & Budgeting Specialist
2018	Data Entry Operator Supervisor I
2045	Computer Operator III
2048	Computer Operations Supervisor
2051	Computer Operations Manager I
2057	Data Center Computer Operations Manager I
2072	Computer Systems Analyst I
2073	Computer Systems Analyst II
2076	Scientific Programmer
2077	Computer Systems Analysis Supervisor
2805	Art Gallery Manager
2814	Fine Arts Production Specialist
3109	Statistician I
3721	Publications Production Specialist II
3725	Senior Audio-Visual Technician
3726	Audio-Visual Specialist
3730	Audio-Visual Media Director
3736	Information Specialist III
4268	Assistant Financial Aid Director
4270	Deputy Registrar
4272	Records & Registration Supervisor
4274	Admissions Officer I
4276	Admissions Officer II
4282	Teaching Laboratory Specialist
4285	Career Counselor II
4305	Supervising Library Technical Asst. I
4306	Supervising Library Technical Asst. II
4307	Audio-Visual Library Technical Asst.
4603	Radio-Television Engineering Tech. Supv.
4612	Engineering Technician IV
4627	Engineer I
4630	Engineer II
4633	Engineer III
4657	Professional Engineer I
4691	Construction Projects Administrator I
5044	Chemist II
5045	Chemist III
5082	Manager of Laboratories
5290	Registered Professional Nurse
5291	Senior Registered Professional Nurse I
5298	Clinical Associate
5311	Student Health Services Nursing Manager
6311	Printer II
6312	Printer Supervisor
6318	Print Shop Supervisor I
6351	Utilities Supervisor - HAC/UP
6375	Maintenance Supervisor I
6376	Maintenance Supervisor II
6381	Maintenance Superintendent I
6382	Maintenance Superintendent II
6393	Nursery/Landscape Supervisor
6395	Groundskeeping Supervisor I
6396	Groundskeeping Supervisor II
6398	Landscape & Groundskeeping Supt. I
6401	Assistant Physical Plant Services Dir.
6425	Locksmith II
6465	Trades Supervisor
6520	Laboratory Machinist Instructor
6522	Senior Laboratory Machine Shop Supv.
6527	Custodial Supervisor I
6528	Custodial Supervisor II
6529	Custodial Supervisor III
6533	Maintenance Services Superintendent I
6541	Automotive/Marine Equip. Repair Supv.
6542	Automotive Equipment Maintenance Supt.
8409	Radio-Teletype Operator Supervisor