

# the Personnel Couch

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.

JANUARY, 1985  
Vol. 98, No. 1

## SALARY INCREASES EFFECTIVE JAN. 1, 1985

Employees whose raises are effective Jan. 1, 1985, will initially see the increase reflected in the pay-check issued January 18, 1985. The check received on Jan. 18 will include two (2) days at your old rate of pay and eight (8) days at your new rate.

## JUNIOR FACULTY DEVELOPMENT FELLOWSHIPS

Junior Faculty Development Fellowships, through the McKnight Programs in Higher Education in Florida, are intended to encourage excellence in teaching and research through assistance to minority junior faculty, with special emphasis on Blacks and women. And, they afford the junior faculty member a full academic year to pursue special interests or research directly related to their teaching area.

The twenty fellows to receive the awards will be selected from institutions of higher education in Florida. The awards are open to teachers in public and private colleges and universities as well as community colleges. The monetary awards are flexible and will range from \$13,000 to \$15,000 during the two semester/three quarter program.

Applicants are required to have a minimum of two years service and no more than six years generally in a non-tenured position. Fellowships will be awarded through a competitive application process.

For more information, please contact Dr. Richard Campbell at 554-3021 or Dr. John Carpenter at 554-2455.

## REASSIGNMENT/PROMOTIONAL POLICY

Interested Career Service employees with permanent status in the Career Service System, whose positions are covered by one of the bargaining unit agreements, may file, if interested, a "Request for Reassignment" and/or "Request for Promotion" with the Office of Personnel Relations. These requests

are valid for one year, June 1 through May 31. "Request for Reassignment" must be on file by the first of the month to be considered for a vacancy which occurs during that month. For further information, Tamiami: call Tahlia McClain, Employment Manager, 554-2181, or stop by the Office of Personnel Relations, PC 224. Bay Vista: call Timothy White, Employment Manager, 940-5545 or stop by the Office of Personnel Relations, TC 110.

## NEW TRAVEL AGENCY

Harris Travel Agency will no longer be the University's travel agent, effective February 1, 1985. Starting February 1st, all travel arrangements will be made through the University's new travel agent:

Around the World Travel, Inc.  
445-2999  
538 Biltmore Way  
Coral Gables, Fl. 33134

Please soon expect a memo from the Controller's Office, with an attached flyer that will give you more information about Around the World Travel, Inc.

## INTEROFFICE MAIL SERVICES

Some employees have the impression that the President's Office has a mail shuttle between campuses that is different from the "regular" mail shuttle. That is not true.

There are three, main ways that interoffice mail is shuttled between the campuses. 1. The Bay Vista Shuttle, 2. the Boca Raton Shuttle and, 3. FITS (emergency only). These services are available to all departments. The charts below show the schedules.

### I. Bay Vista Mail Shuttle.

A. The Mail Shuttle from Tamiami to Bay Vista is daily and leaves at 12 p.m.

While at Tamiami, the Shuttle picks up mail at the following locations:

1. \*Duplicating Center;  
Physical Plant; \*Central Stores;  
Central Receiving; Mail Room;  
Cashier's; Admissions;  
Book Store
2. Library Mail Room,  
& A/V Library
3. President's Office
4. \*Campus Services

\* Indicates that the Receiving Dept. at BVC is different from the Tamiami dept. at which mail was picked up.

Mail from all unstarred departments is delivered directly to counterpart departments at BVC, and visa versa.

B. The shuttle arrives at BVC at 1:00 p.m. Here are the regular stops at BVC:

- Central Receiving;
- Physical Plant;
- Mail Room;
- Library;
- President's Office;

Mail picked up at these departments is put into a pouch, and is delivered directly to their Tamiami counterpart.

C. At 2:15 p.m., the shuttle arrives at the Miami Dade Community College (North Campus) mailroom.

D. At 3:15 p.m., the shuttle returns to Tamiami.

## II. Boca Raton Shuttle:

This shuttle leaves Tamiami every Tuesday and Friday at 8:30 a.m., and travels to Boca Raton. The stops it makes are:

- A. Tamiami - SERDAC; Campus Services; Film Library; Library Mail Room; Mail Room.
- B. Bay Vista - Mail Room; Library Mail Room.
- C. Omni Center - 790 Bldg., 2nd Flr., Room 202.
- D. FAU-FIU Joint Center:  
Admissions;  
Computer Room;  
Joint Center Office;  
Library.
- E. FAU-Boca - 1. Administration Bldg. - Joint Center Office - Mail Room - Physical Plant - Admissions  
2. Continuing Ed.  
3. Computer Center  
4. Library  
5. TV Building  
6. I.D. Sales  
7. Book Store.

F. FAU-FIU Joint Center Return - same as above

G. B.C.C. - Bldg. 9, 2nd Floor.  
FAU-FIU Joint Center

H. Bay Vista - Same as above

I. Tamiami - Same as above

If any questions, please call Campus Services at 554-2654.

## III. FITS

This is not a method that we prefer departments to use to get mail from one campus to the other because using FITS requires that a departmental representative at the receiving campus meets the bus to accept the mail. If for some reason the representative does not meet the bus, then mail stays on the bus and is frequently lost. The next day the bus may be used for a group of tourists to Orlando, Louisiana, or other places. Questions regarding FITS should be addressed to the University's Motor Pool at 554-2410.

## DEPARTMENT NAME CHANGE

The name of the Affirmative Action Office has been changed to the Office of Equal Opportunity Programs. This has been done to more clearly include the range of programs, above and beyond Affirmative Action, in which the Office is involved.

## CHRISTMAS GIFTS YOU SENT TO THE PERSONNEL OFFICE

We want to thank all of those whose generosity made it possible for the people at the Hope Center to have a brighter Christmas this year. Our special thank you to Charles Ochipa (Marilyn Ochipa's husband) who made a terrific Santa Claus during the children's visit to the Personnel Office to pick up the gifts. "Santa's" appearance brought a smile (and a tear) to all of us. The Hope Center left a thank you card (below), signed by the five students of the Center who visited us that day, to be shared with the FIU community. Hopefully, we will have the same opportunity to make someone happy next Christmas.

Thank you  
for making our  
Holiday

brighter!

Melita  
Randy  
Love, The Hope Center  
Barbara Family