

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.

MAY, 1985
Vol. 9, No. 5

HOLIDAY! HOLIDAY!

The University will be closed on Monday, May 27, 1985 in observance of Memorial Day. Mark your calendar now. Have a safe holiday.

ANNUAL F.I.U. EMPLOYEES' PICNIC

All employees and their families are invited to attend the 1985 F.I.U. Employees' Picnic sponsored by the Career Service Senate. The fun, games, and feast will take place on Saturday, May 11, at Bay Vista Campus Bayfront facilities.

The events include swimming at no charge (in the new pool with a life guard on duty), softball, volleyball and games for the children. Similar events for adults will be available.

The menu - which will be served from 12:00 to 2:00 - will consist of chicken, hot dogs, hamburgers, beans, coleslaw, potato salad, chips, beer and soda.

Tickets may be purchased from all Career Service Representatives at a special pre-sale price or at the picnic for a slightly higher price:

	<u>Pre-Sale</u>	<u>At Picnic</u>
Adults	\$2.50	\$3.50
Children	\$1.00	\$1.50

Purchase your tickets early and plan on bringing friends, family, softball gloves, folding chairs, etc.

SEMINAR FOR EMPLOYERS AND SUPERVISORS OF COLLEGE WORK STUDY STUDENTS

The seminar for employers and supervisors of College Work Study students will expand administrators' and supervisors' awareness of the aims, procedures, and benefits of the College Work Study Program. The seminar offers:

- ° Information that will help you get THE MOST that CWSP has to offer.
- ° Clarification of how CWSP works so that your involvement with every facet of the program becomes easy and fruitful.
- ° Information that demystifies how some departments get just the students they need and others don't.

° Guidelines for providing salary increases, dismissing students whose work behavior remains unacceptable, and handling grievances that students have regarding terms or conditions of their employment, and much more. Join us on:

<u>Bay Vista Campus</u>	<u>Tamiami Campus</u>
Tues., May 21, 1985	Thurs., May 23, 1985
9:15 a.m. - Noon TC 333B	9:00 a.m. - Noon PC 521

For reservations, please contact Mrs. Mary Jo Crosby at 554-2534, by Friday, May 17, 1985.

NEW EMPLOYEE ORIENTATION PROGRAM

The University's quality New Employee Orientation Program will be held on both campuses during May, 1985. The dates and times are as follows:

<u>Bay Vista Campus</u>	<u>Tamiami Campus</u>
Fri., May 17, 1985	Fri., May 31, 1985
9:15 a.m. - Noon TC 333B	8:30 a.m. - Noon PC 521

Supervisors should encourage their new employees to attend these programs. Information will be disseminated about the University's history, goals, organizational structure, personnel rules and regulations, environmental safety, public safety, benefits, payroll news, telephone systems and a lot more. These programs are designed to facilitate rapid adjustment to the University milieu and set the tone for the employee's association with the University. Top management representatives attend regularly to update employees on their divisions' activities.

For reservations and additional information, please contact Mrs. Mary Jo Crosby, 554-2534 by Wednesday, May 15 for Bay Vista, and Wed. May 29 for Tamiami.

A SERVICE TO EMPLOYEES AND THEIR FAMILIES

University employees and their family members are encouraged to take advantage of the May 5-11, 1985 free activities co-sponsored by the Small Business Development Center (SBDC), and sponsored by the Small Business Administration (SBA).

Events include business counseling and consultation, orientation to services offered by the SBDC, and eight two-hour seminars:

Tuesday, May 7, 1985 (Trailers M-10, Rooms 101 & 102)

"Starting a Business" - Four recurrent 2-hr. sessions, starting at 10:00 a.m.

"Evaluating Computer Systems" - 10:00 a.m. - 12:00 p.m.

"Taxation" - 1:00 p.m. - 3:00 p.m.

"Financing a Small Business" - 3:30 p.m. - 5:30 p.m.

"Marketing Techniques" - 6:00 p.m. - 8:00 p.m.

Take advantage of all the offerings during this whole week (May 5-11).

For seminar reservations, consultation appointments and further information, please call 554-2272.

WALT DISNEY WORLD SHOPPING VILLAGE

10% Off Merchandise

Magic Kingdom Club members can now receive a 10% discount on merchandise* (minimum \$10.00 purchase) at the Walt Disney World Shopping Village at Lake Buena Vista. The Village's 20 plus stores offer a vast and varied selection of merchandise, from the latest fashions for men, women, and children to novelty items for your home. This super shopper savings is good through December, 1985. The Walt Disney World Shopping Village is open daily from 10:00 a.m. to 10:00 p.m.

* Excludes Madame Alexander dolls, Lladro Porcelain, food items, periodicals, tobacco and alcohol products.

Valid Magic Kingdom Club Membership card is required at time of special savings purchases.

CORAL GABLES FEDERAL - CHECK CASHING POLICY

Effective immediately, Coral Gables Federal will offer check cashing services only to University employees who have their payroll checks direct deposited to their bank.

Employees desiring to avail themselves of this valuable service should contact Sharon or Carol, Benefits, Ext. 2536, for direct deposit enrollment information.

TELEPHONE DIRECTORY UPDATE

The first update to the 1985 Faculty/Staff Directory will be published in May 1985. If you or your department want to include revisions or additions, please submit a green directory locator card (available in the Personnel Office) by Wednesday, May 15, 1985.

MAY 1985 CALENDAR

- May 9 Career Service Time Cards due.
- May 10 Payday. Sign-on deadline for next payday.
- May 11 Annual FIU Employees' Picnic sponsored by the CS Senate - BVC, Bayfront Facilities - 12:00 Noon - 5:00 p.m.
- May 14 CWS & OPS Time Cards due.
- May 17 New Employee Orientation - BVC 9:15 a.m. - Noon, TC 333B
- May 22 * Career Service Time Cards due
- May 24 Payday. Sign-on deadline for next payday.
- May 27 Memorial Day Holiday (University closed)
- May 28 CWS & OPS Time Cards due.
- May 31 New Employee Orientation Program - Tamiami - 8:30 a.m. - 12:00 Noon, PC 521.

* Early submission due to Holiday.

"The goals of education at any level should be the discovery of identity and the discovery of vocation.

Finding one's identity is almost synonymous with finding one's career."

Abraham Maslow