

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.

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CHILDREN IN THE WORKPLACE

REMEMBER, employees are not permitted to bring their children with them to their place of work. The University recognizes that some employees experience child care problems when school is out and is empathetic. However, the potential for disruption of work and liability for the University in case of an injury to the child, makes it absolutely necessary to insist that all employees adhere to this guideline.

SUMMER YOUTH EMPLOYMENT PROGRAM

Approximately thirty youth (potential, future students), ranging in age from 14 to 21, will be employed throughout the University beginning June 24 - August 16, 1985. This program was made possible by federal dollars awarded to the South Florida Employment and Training Consortium. The program is coordinated by Youth Co-Op, Inc.

Departments employing the youth have already been contacted by the program counselor; however, if you are interested in acquiring more information about this program, please contact Mrs. Lorraine Rendall, 554-2661.

FIU'S HURRICANE PROCEDURE

(June 1 - November 30: Hurricane Season). In the event of hurricane danger in the South Florida area, the University takes its cue from official U.S. Weather Bureau Advisories.

The Weather Bureau issues a Hurricane Watch when it appears that the storm will hit the coast. The watch usually covers an area of several hundred miles. Subsequently, as the direction of the storm becomes more certain, the Weather Bureau issues a Hurricane Warning, narrowing down the area in which the storm is likely to strike. It is the Hurricane Warning that causes the President to

make the decision to close the University or its branch campuses if they are in the Hurricane Warning area.

The President or his designee will inform the University Police Department and the news media of the decision to close the University until the danger is over.

If the decision to close the University is made during "work" hours, all departments will be informed by the President's designee and the University Police Department to leave the campus or go to a central area of safety on campus. Upon receiving such information, employees are expected to secure papers and equipment that may be damaged by water or misplaced by winds. Certain other employees have been designated to secure windows and external features of building.

If the decision to close the University is made during "non-work" hours, employees will be informed via public bulletins to stay home. These bulletins are widely circulated and heard almost continuously on T.V. and radio. This makes it possible for students and employees to determine whether or not they should plan on coming to class or work.

It is the University's intention to contact all radio stations in Dade County; however, WINZ (9.40 am) and WNWS (7.90 am) are among the first two contacted during such emergencies. During emergencies, these two stations normally make progress reports every hour, on the hour.

If employees are off campus and wish to clarify whether the University is closed, they may call the University Police Department at 554-2626.

In the event employees are required to work during hurricane emergencies, they will be personally informed by their supervisors.

STAY SAFE.

SICK LEAVE POOL OPEN ENROLLMENT 4
TREMENDOUS SUCCESS

Two hundred ninety (290) employees became members of the Sick Leave Pool during the April Open Enrollment. These employees now have an extra measure of protection if prolonged illness occurs.

Any member who utilizes all of their sick, annual and compensatory leave hours because of personal illness or injury should contact Steve Belcher, Sick Leave Pool Administrator, PC room 220, to request approval to utilize sick leave credits from the Pool.

Current full-time employees with less than one year of service will automatically be eligible to apply for membership in the Pool during the thirty (30) calendar days following their completion of one year's service. All other employees, who are eligible to join the Pool, may apply during the next general Open Enrollment planned for the month of October, 1985.

The first semi-annual meeting of Sick Leave Pool members will be held Monday, October 7, 1985. The time and location of the meeting will be announced in advance of the meeting.

GUIDELINES TO INSURE FASTER SERVICE FROM SOCIAL SECURITY OFFICE

By observing certain guidelines, you can avoid busy phones, waiting lines, delayed checks, and assure faster processing of claims for benefits.

- The guidelines are listed below.
- Call first. - Most matters can be handled by phone, including filing claims for benefits, and changing a name or address.
- Know the best times to call. - These times include the latter part of week, in the afternoon, and during the latter part of the month.
- Bring evidence. - Certain proof is necessary to apply for benefits and it's best to call and find out what to bring or send to the office. Applications for disability benefits take longer and it helps if a person has the necessary information regarding recent work, doctors that treated him/her and when, and other information about his or her condition.
- Apply 3 months before retirement, to make sure benefits start the month a person stops working.
- Know when to get in touch with Social Security. - To avoid the risk of loss of benefits, get in touch with Social Security on at least 5 occasions: when someone

in the family dies, becomes disabled, decides to retire, needs a Social Security card, and/or has questions about Social Security.

- Notify office of change of address. - Failure to notify Social Security of a change of address is one of the most common reasons for a delayed Social Security check.

It is especially important for people who have their Social Security check sent directly to a bank or other financial institution to report a change of address. Social Security must be able to notify them of any changes that may affect their monthly benefits.

- Be sure to use the Social Security claim number on all letters to the office.
- Check earnings record every 3 years. - The Social Security office has a special card people can use to check the earnings credited to their Social Security record. Over a working lifetime there are many opportunities for errors in the reporting and recording of earnings. When people apply for benefits, it may be too late to correct the error. This is especially important for people who work at more than one job at a time or who change jobs frequently.

BEST WISHES FOR YEARS OF HAPPINESS TO THE FOLLOWING EMPLOYEES:

I. Retirees

A. Early Retirement (will return to the University one (1) semester per year for the next five years):

- Nicholas Vigilante, Professor, Curriculum and Instruction, 5/85.
- Frank Wyroba, Chairperson, Visual Arts, 5/85.

B. Full Retirement

- Marcia Roger, Secretary Specialist, Occupational Therapy, June, 1985.

II. Employees Terminating with long-term service to the University June, 1985

- Efraim Turban, Professor, Decision Sciences.

DON'T LOSE YOUR BENEFIT THIS YEAR

Career Service employees who have not used their "Special" holiday must do so before July 1, 1985, or they will lose it for the fiscal year ending June 30, 1985.

If you are not sure whether you have used this holiday or not, contact Payroll at 554-2191.