

# 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.

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## JULY 3RD - PAYDAY!

The normal, July 5th payday will be on July 3rd, due to the holidays.

## JULY 5TH - SPECIAL HOLIDAY

In accordance with the provisions of Section 110.117, Florida Statutes (1983), Gilda H. Lambert, Secretary of Administration, has designated July 5, 1985, in conjunction with July 4, as a paid holiday for Career Service employees. Accordingly, as stated in Chapter 6C-5.305(10), F.A.C., General Faculty and Administrative & Professional employees will observe the same holiday.

Supervisors should be aware that if it is necessary for any Career Service employees to work on either July 4th or 5th, he/she must be granted special compensatory leave credits in accordance with Section 22A-8.09, Fla. Administrative Code.

## ORP (OPTIONAL RETIREMENT PROGRAM) PARTICIPANTS

Effective July 1, 1985, the employer contributions towards the purchase of annuities on behalf of ORP participants will be increasing from 6% to 6.43% of the participants salary. If any participant is making voluntary contributions, you must submit a new Ballot/Enrollment form if you wish to increase your deductions to match the 6.43% State contributions. If you have questions, contact the Benefits section of Personnel at 554-2530.

## EQUAL OPPORTUNITY OFFICE

The University's 1984-85 Affirmative Action Plan (a book) has been completed, and is being distributed. If you wish to receive a copy, and have not received one yet, please call 554-2785. We will be happy to provide a copy to you.

If you have questions regarding the plan, you may contact Dr. Toni Eisner at 554-2785.

## UNIVERSITY TRAVEL VIDEO

A thirty minute video production is available for review, at anytime, by managers and others who travel on University business and by secretarial/clerical employees who prepare travel packages. The video shows a complete picture of the University travel process. The production is a "solid" one, and is ideal for showing in department staff meetings, secretarial meetings, Faculty, A&P, and Career Service Senate meetings, and for managers to show to new clerical employees who are assigned the responsibility of making travel plans and processing travel packages.

Simply call the Training Section at 554-2576 to schedule a showing of the video. You'll find the video very informative and lively!! The video will make travel and travel processing easier for you and your department.

## TIME: TIPS FOR PROCRASTINATORS

Have you delayed starting or finalizing a project or work assignment lately because you plan to get it all done "tomorrow"? Did tomorrow suddenly become next week or possibly next month?

Sadly, this happens to too many people. Many very bright employees, quite capable of accomplishing the tasks that await them, are plagued by a condition commonly called "procrastination"!

Almost everyone suffers from procrastination to some degree, and it can have serious consequences for professional success and personal happiness.

Outlined below are a few tips for procrastinators:

TIME: TIPS FOR PROCRASTINATORS  
(Continued)

° Divide large tasks into small, specific pieces. Start with the easiest, most rewarding piece and proceed one step at a time until the project is finished.

° Draw up a weekly or daily "to do" list.

° Monitor your time. Estimate how long it will take to complete a task and then time yourself.

° Whenever possible, delegate to someone else the jobs you dislike the most.

° Work with a colleague or friend. This can be helpful if you are involved in similar projects.

° Write down the pros and cons of doing/not doing a specific task.

° Whenever you postpone a job, write it down along with your rationalizations for putting it off.

° Don't waste time feeling guilty. Instead of blaming yourself, do something active.

° Remember that the sooner you do a task, the better. Delaying an unpleasant job only makes it worse. "If you can do it right away, that's best. If not, rather than sitting around feeling miserable, go on to something else until you feel ready to tackle the unpleasant job."

(Excerpted from Working Women, May 1, 1983 - By Christine Bird).

BEST WISHES FOR YEARS OF HAPPINESS TO THE FOLLOWING EMPLOYEES WHOSE DATES OF EMPLOYMENT WITH THE UNIVERSITY ARE SHOWN IN PARENTHESIS:

Retirement

Marcia Roger (Jan. 8, 1973 - June 27, 1985), Secretary Specialist, Occupational Therapy.

Noteworthy Resignations

Mikki Nichoson (July 5, 1972 - July, 1985), Administrative Assistant II, Physical Plant.

Esperanza Garcia-Rubio (May 2, 1973 - June 6, 1985), Lib. Tech. Assistant II, Library.

OFFICERS AND EMPLOYEES' LEAVE OF ABSENCE FOR RESERVE OR GUARD TRAINING

The 1985 Legislature passed House Bill 1221 which takes effect July 1, 1985. This act amends Section 115.07, Florida Statutes and directly relates to the granting of Administrative Leave for short-term military training under the provision of Section 22A-8.13(5), F.A.C.

It will not be possible for the Department of Administration (DOA) to promulgate and have Section 22A-813(5), F.A.C., adopted by July 1, 1985. That will be done soon to implement provisions of the amended statute. In the meantime, Section 115.07, Florida Statutes, is amended to read:

1. All officers or employees of the state, of the several counties of the state, and of the municipalities or political subdivisions of the state who are commissioned reserve officers or reserve enlisted personnel in the United States military or naval service or members of the National Guard are entitled to leaves of absence from their respective duties, without loss of vacation leave, pay, time, or efficiency rating, on all days during which they are engaged in training ordered under the provisions of the United States military or naval training regulations for each personnel when assigned to active or inactive duty.

2. Leaves of absence granted as a matter of legal right under the provisions of this section shall not exceed 17 working days in any one annual period. Administrative leaves of absence for additional or longer periods of time for assignment to duty functions of a military character shall be without pay and shall be granted by the employing or appointing authority of any state, county, municipal, or political subdivision employee and when so granted shall be without loss of time or efficiency rating.

3. With respect to any officer or employee whose working day consists of a shift measured in hours, each such 12-hour shift or less shall equal 1 working day leave of absence. All other shifts over 12 hours and up to 24 hours shall equal 2 working days leave of absence.

4. When an employee's assigned employment duty conflicts with ordered active or inactive duty training, it shall be the responsibility of the employing agency of the state, county, municipal, or political subdivision to provide a substitute employee, if necessary, for the assumption of such employment duties while the employee is on assignment for such training.

Safe, Happy  
Holidays!!