

# 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.

April, 1986  
Volume 10, No. 4

## DUAL EMPLOYMENT AND COMPENSATION

Under the provisions of Florida Statutes, no individual employed by a State agency may be dually employed and/or compensated by another State agency unless previous approval has been secured with the Office of Personnel Relations.

All requests for approval of Dual Employment and Compensation must be received by the Office of Personnel Relations at least 20 calendar days in advance of the date the requested secondary employment is to begin. Approval cannot be guaranteed for "after the fact" requests. For further information contact Grace Fernandez, extension 2525.

## BEST WISHES FOR YEARS OF HAPPINESS TO THE FOLLOWING EMPLOYEE:

### Noteworthy Resignation

Regina Greenstein (9/27/71 - 2/28/86) Administrative Secretary, Department of Psychology.

## BLOOD DRIVE ACTIVITIES:

April 10, 1986  
Bay Vista Campus  
SC 245  
9:30 a.m. - 6:00 p.m.  
Contact: Betty Wright, 940-5545

April 10, 1986  
Tamiami Campus  
UH 210  
10:00 a.m. - 5:00 p.m.  
Contact: Dr. John Bonanno, 554-2434

## NEW EMPLOYEE ORIENTATION

Welcome to all new employees. It is important that you are oriented, at an early stage, to the University's policies, procedures, benefits and opportunities. The next orientation will be Friday, April 18, 8:00 a.m.-12 Noon in PC 521. For additional information, please call Mary Jo Crosby at 554-2534.

## SEA ESCAPE

Florida International University charters Sea Escape. It's only one day, Monday, April 28. The rates are: \$52 for the FIU community, \$64 for General Admission and \$40 for cabins. Please contact Rosa Duran, Student Activities (Tamiami Campus), UH 211, ext. 2397 and Cyl Levy, Student Activities (Bay Vista Campus) Student Center 124, 940-5800 for ticket sales. Subsidized tickets will be sold while they last, until April 18. After April 18, they will be sold at \$65.

## STATE HEALTH INSURANCE PRESCRIPTION DRUG PROGRAM:

Paid Prescriptions has a National Plan with participating pharmacies in every state, plus Puerto Rico, Canada and Guam. A copy of the directory for the National Plan is available in the Personnel Office at both campuses. If you have covered dependents who reside outside of the State of Florida, or if you or your family will be traveling outside of the State of Florida, we will be glad to provide you with a copy of the page for the appropriate location.

## CORAL GABLES FEDERAL SAVINGS AND LOAN ANNOUNCES NEW CHARGES

FIU depositors should be aware of the following new charges:

ATM Withdrawal	\$ .50
Publix Point of Sale	\$ .50
Balance Inquiry	\$ .25

You may now withdraw up to \$200 daily, using the Publix ATM Network.

## ON CAMPUS TRAVEL SERVICE AVAILABLE

All staff and students should be aware of the convenience of "AROUND THE WORLD TRAVEL AGENCY" located in PC 107. Please call Ellie or Pat at 552-8102 for your travel needs. The agency is here to serve you with both work and personal travel.

UNIVERSITY SUPPORT PERSONNEL SYSTEM  
(USPS)

Changing our name: On March 1, the Board of Regents delivered a report to the Speaker of the House and President of the Senate describing the plan for the transfer of State University System Career Service employees from the authority of the Department of Administration to a personnel program under the authority of the Board of Regents. Recently, and in preparation for the transition, a contest was held to name the new classification and pay system. The Transition Policy Committee chose the winning name: "University Support Personnel System" (USPS), submitted by Jeannette Brace, a Staff Assistant in the Library at Florida Atlantic University. If the transition plan is approved by the Speaker of the House and the President of the Senate, this new system (USPS) will become effective July 1, 1986.

ALLOCATION DEADLINE FOR SPRING '86  
COLLEGE WORK STUDY STUDENTS

This is to notify supervisors and managers that April 25, 1986 is the last day for students to work under the College Work Study (CWS) program using their Spring 1986 allocation. Any student who plans to be enrolled on at least a ½ time basis, and is interested in working through June 30, 1986, must contact the Financial Aid Office to verify their eligibility and receive an additional allocation.

The Financial Aid Office will not authorize payment of any CWS timecard for work performed after April 25, 1986, unless the appropriate authorization has been processed.

Please be aware that it is the responsibility of the hiring department to monitor the student's work hours to avoid any overpayments. Any money earned in excess of the CWS award will be charged to the Department.

WORKERS' COMPENSATION INJURIES

All employees are eligible for Workers' Compensation insurance benefits if accidentally injured or disabled as a direct result of their employment. This insurance pays all medical expenses and drug bills connected with a compensable job injury, as well as mileage for transportation to and from a medical facility. All injuries must be reported promptly to the supervisor and a written report filed with the Personnel Office. Even if the injury does not require medical attention, it should be reported in case medical treatment is required at a later date. The Personnel Office is required to

report job injuries to the Division of Risk Management within 7 days of the date of the accident or the date of the supervisor's actual knowledge of the injury. Please report injuries promptly to the Personnel Office, Sharon Stroemer, at ext. 2530.

WELCOME "CAMPUS MAIL TIPS"

We welcome the first issue of Campus Mail Tips Newsletter. It is bimonthly, informing the University community about services provided by the US Postal Service and Campus Mail. Key pointers in the February issue advanced the economy and efficiency of our University: 1) US mail should be rubber banded along with a mail voucher filled filled out by you; 2) do not ask the carrier to wait or return for mail -- there are over 200 pick-up and delivery points; 3) all envelopes must show the person's name, department, room number, building, and campus; 4) return all misdirected mail immediately to the mailroom; 5) do not discard inter-office mail envelopes until all spaces have been used, and please return surplus envelopes not needed to the mailroom. All your comments and questions should be directed to Bruce Tweedy, ext. 2644 at Tamiami; or Barry Bacaris, ext. 5528 at Bay Vista.

OUTSTANDING CAREER SERVICE EMPLOYEE  
AWARD CEREMONY: AN OPEN INVITATION  
TO THE FIU COMMUNITY

The Outstanding Career Service Employee Award Ceremony will be held on April 16, 1986 at 11:30 a.m. in UH 210. At that time the Outstanding Career Service Employee will be presented. There will be refreshments following the ceremony. For further information, please call Mitch Hecht at Bay Vista, 940-5751.

CONDOLENCE: We condole with the family of Manuel "Manny" Feinstein, Building Construction Specialist with the Architects and Engineering Unit of the Physical Plant Department. Manny was employed with the University since August, 1980, and passed away on March 22, 1986.

SPRINGTIME

What do you look for, while searching for spring? A small budding crocus, a bird on the wing, Or maybe a blue sky, so wondrous and gay, A bit of green grass as you travel your way. Spring brings us wonders like none we have known, A brand new beginning to have for our own. So much that holds beauty in each shining dawn, The warmth of the sunshine tells winter is gone. What do you look for, there's much to find, A moment of peace for a bright hopeful mind, A faith or a courage, a heart filled with mirth, When you look for springtime, do look for rebirth.

Garnett Schultz