

the Personnel Touch

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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.

TIME CARDS

Supervisors must SIGN and DATE all time-cards. If leave is used, prior approval must be SIGNED and DATED on the reverse side of the timecard.

OFF-CAMPUS USE OF UNIVERSITY PROPERTY

Prior authority must be received before any university property (computers, typewriters, etc.) are removed from campus. An off-campus authorization form must be completed for each person using property off campus and be approved by the accountable officer. A copy of the signed authorization must be on file in the Property Office for the State and Internal Auditor's review. Property with the proper authorization must have the FIU tag affixed also, prior to off campus use. ONLY those cases that further the goals of the university qualify for off-campus use. Off-campus authorization forms are available at the Property Office or call 554-2167 for a mail out.

USPS TRANSITION: TRANSFERRING LEAVE TIME

QUESTION: Can I (a USPS employee) transfer my leave back to the Career Service System?

ANSWER:

The Department of Administration controls that policy; however, as of August 1, 1986, the amended DOA rule allows that the receiving agency will credit the employee with all annual leave appropriately credited to the the employee's leave balance at the time of the transfer. Therefore, if a USPS employee moves to Career Service, all unused annual leave credits not paid for will transfer provided there is no break in service. DOA rule also states that all sick leave, not paid for, shall be credited by the receiving agency when an employee moves from one position in State government to another position in State government in the Career Service. Therefore, a USPS employee moving to a Career Service position will be able to transfer all unused sick leave not paid for.

BUILDING A SUCCESSFUL SECRETARY/MANAGER TEAM - 22 STEPS

Managers and secretaries (or manager and any employee) can accomplish more and achieve common goals when they work as a team. It all begins with an atmosphere of mutual trust and respect. Open communication and a sincere desire to see each other develop their potential and succeed are the foundation. And effective teams share common work values and beliefs while blending individual skills and attitudes.

A secretarial/management team takes two or more people who complement each other. They support the strengths and compensate for weaknesses within the team unit. When an office (or work) team functions efficiently, the overall effects are synergistic; the total is more than the sum of the parts.

To build a strong manager/secretary team, follow these steps:

1. BEGIN WITH SELECTION. Seek a secretary or manager who shares common work values. And choose people who can compensate for your weaknesses. If you are task-oriented, hire a person who is people-oriented.
2. CULTIVATE MUTUAL RESPECT. Show concern for your teammate's welfare and take an interest in his/her achievements. Care for the person.
3. HANDLE MISTAKES. Admit your own mistakes. Don't try to cover up, don't pretend you are perfect. And let your partner know that a mistake is all right if a lesson can be learned and the team grows as a result. Talk over mistakes without criticism. Analyze what steps should be taken to avoid similar mistakes in the future.
By Susan Fenner, from "Professional Trainer" Vol 5, No. 4.

Now that you have 3 of the 22 steps, digest them; practice them. We'll present a few more steps in the next issues of the "Personnel Touch", until you have all of the 22.

AMERICAN DENTAL PLAN - OPEN ENROLLMENT AND RATE INCREASE

The 1986 open enrollment period for the American Dental Plan will be held September 8-26. A representative will be on campus to answer questions and assist employees as follows:

Tamiami Campus

Sept. 9 10:00 a.m. - 12:00 Noon
Sept. 11 10:00 a.m. - 12:00 Noon
Sept. 15 1:00 p.m. - 3:00 p.m.
Sept. 17 1:00 p.m. - 3:00 p.m.

Bay Vista Campus

Sept. 24 2:00 p.m. - 4:00 p.m.

Rates for American Dental Plan are being increased effective Sept. 1, 1986. The new biweekly rates are as follows and will be reflected on the paycheck issued on September 12, 1986:

<u>Family Members</u>	<u>Prepaid Option</u>	<u>Insured Option</u>
Single	4.39	6.00
Emp. + 1	6.92	9.00
Emp. + 2 or more dependents	9.23	12.00

NEW EMPLOYEE ORIENTATION

Friday, August 22, 1986
8:30 a.m. - 12:00 Noon
Room PC 521

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:

° 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)

GOOD NEWS

The University's 1986 Savings Bonds Campaign was a SUCCESS! Because you stepped forward and helped your future by purchasing Savings Bonds, the University increased its number of participants by 32%. (A special thanks goes to the USPS Senate). Although the 1986 campaign has ended, all employees, especially faculty members returning from the summer break, may still purchase bonds. To do so, simply call the Benefits Section of Personnel, at 554-2530, and request a Bonds Payroll Authorization Form. The Benefits Section will gladly get you enrolled in the plan.

EMPLOYEE DISCOUNTS

Busch Gardens and Adventure Island Discount:

From now through August 31, 1986, you can save \$4.50 off the general admission price at Busch Gardens and \$2.20 off the general admission price at Adventure Island. Both of the attractions are located in Tampa. These discounts are effective only through August 31, 1986.

Lion Country Safari Discount:

FIU Faculty and Staff now have available to them a discount at Lion Country Safari in West Palm Beach. The membership cards, valid until the end of 1987, offer a 20% discount on the admission price of \$9.99 (plus tax) per person. They also provide a 10% discount on the basic daily camping rate at the adjacent campground. Employees interested in either of these offers should come to the Personnel Office (PC 224 - Tamiami or TC 105 - Bay Vista) to obtain a brochure and card.

ATTITUDES

Blessed is he who expects nothing for he/she shall never be disappointed.