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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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CONCESSION FUND EXPENDITURES

This is a reminder to those of you who authorize expenditures from the Campus Concessions Fund. It is extremely important for you to document any expenditures or requests for reimbursements that you make from the Fund to insure that the public purpose is clearly and explicitly stated. You are also reminded that alcoholic beverages are not an appropriate expenditure from the fund.

PERSONAL USE OF UNIVERSITY SUNCOM LINES

SUNCOM lines in University departments are to be used for official University business only. Personal calls should not be made using SUNCOM. In emergency situations where SUNCOM has to be used, reimbursement must be made to the University for the cost of the call.

HELP US KEEP THE LINES OF COMMUNICATION OPEN:

A new, automated Personnel Directory Maintenance (PDM) system is now on-line to provide up-to-date employee locator information to the Campus Mailroom, the Centrex telephone operators, and to/for the annual, University Telephone Directory. All Centrex telephone numbers are now current and a mail drop locator code has been assigned to each faculty and staff member as well as to each department. Your help is needed to make sure that the information in the system remains up-to-date and accurate and that your mail and telephone calls will be forwarded to you after you move or experience a change of telephone number. Effective immediately, any member of the University community who relocates is asked to send the following information, in writing, to Bruce Tweedy, Postal Administrator, Campus Mail:

- * Full Name
- * Social Security Number
- * New department name
- * Effective date
- * Change of name, if applicable

Once this information is received in

writing by the Mailroom, mail will be forwarded to your new location. Written notification of your new telephone extension should be sent to Gregory Reed, Centrex Telephone Administrator. Following receipt of this information, your calls will be forwarded to your new extension.

WILLIAM FULLER SCHOLARSHIP AWARD CEREMONY

The Black Employees Association is pleased to announce that the William Fuller Scholarship Award Ceremony will be held on:
Thursday, September 11, 1986
UH 210
10:30 a.m.

Everyone, especially those who knew Will or knew of him, is invited. Refreshments will be served. Please confirm your attendance by contacting Doris Gibson, 554-2272 or Mary Jo Crosby, 554-2534, by Wednesday, September 10, 1986.

NEW EMPLOYEE ORIENTATION PROGRAMS:

BAY VISTA: Wed., Sept. 17, 1986
9:15 a.m. - 12:00 NOON
Room TC 333-B

TAMIAMI: Fri., Sept. 19, 1986
8:30 a.m. - 12:00 NOON
Room PC 521

Please join us. Refreshments will be served at both locations. Please confirm your attendance by calling Mary Jo Crosby at 554-2534, by Sept. 15, 1986.

CONTINUATION OF STATE HEALTH INSURANCE AND HMO COVERAGE:

Recently, all employees who enrolled in either the State Health Insurance or an HMO were mailed a letter from the Office of State Employees' Insurance concerning the Consolidated Omnibus Budget Reconciliation Act (COBRA). This act requires that employers offer insured employees and their dependents the opportunity to elect continuation coverage whenever any of the following events occur on or after July 1, 1986:

1. Termination of employment (other

- than by gross misconduct)
2. The employee's death, divorce or legal separation
 3. A dependent child of an active employee ceasing to be a dependent child (i.e., reaching the age of 19, or 23 if a full time student)

The letter lists all the specifics of the continuation of coverage rights, and lists your responsibility to notify the Office of State Employees' Insurance regarding your dependents. If you have not received a copy of this letter, or if you have any questions, please contact Employee Benefits, at 554-2530 or 554-2536.

HEALTH INSURANCE OPEN ENROLLMENT:

The Office of State Employees' Insurance has announced that the HMO Open Enrollment period for this year will be October 1-31, 1986, for a coverage effective date of December 1, 1986. As soon as we receive information packages from the State Employees' Insurance Office, we will distribute them to all employees. Watch for more information in the October "Personnel Touch".

AIDS AT THE UNIVERSITY

Acquired Immune Deficiency Syndrome (AIDS) is a deadly disease that by the end of 1985 afflicted approximately 15,000 Americans. In the next few years the disease is expected to strike additional tens of thousands of people in the United States. We must anticipate that some members of this academic community will be affected. In the absence of preventive vaccines or effective treatments, our only defense against an ever-mounting death toll is education, which can enable individuals to take reasonable precautions against transmission or contraction of this disease.

While AIDS can be contagious, medical research and experience have established that the responsible virus is not easily transmitted or contracted. Research shows that AIDS is transmitted by intimate sexual contact and by exposure to contaminated blood. There is no cause for excessive alarm, but there are compelling reasons to observe some basic precautions. These include, but are not limited to, reducing the number of sexual partners, knowing your sexual partners well, avoiding the exchange of body fluids through the proper use of condoms, and not using contaminated needles. If you want more detailed information on this subject, you should contact: Tamiami Campus: Dr. Toni Eisner, Director, Equal Opportunity Programs, 554-2785; Dr. Rod Williams, Counseling

Services, 554-2434; or Kathleen Kleinert, Manager, Student Health Services, 554-2401; Bay Vista Campus: Kathryn Trionfo, Associate Director, Counseling 940-5813; or Elvira Velez, Clinical Associate, Student Health Clinic, 940-5621.

Students and employees of the University who may become infected with the AIDS virus will not be excluded from enrollment or employment, or restricted in their access to University services or facilities, unless medically-based judgments, in individual cases, establish that exclusion or restriction is necessary to the welfare of the individual or of other members of the University community.

Persons who know or suspect they are infected are expected to seek expert medical advice and are obligated, ethically and legally, to conduct themselves responsibly in accordance with such knowledge, for the protection of others. They are urged to share that information with one of the above listed persons so the University can respond to their health and educational needs.

THE UNIVERSITY'S SICK LEAVE POOL'S SEMI-ANNUAL MEETING:

The Sick Leave Pool Committee announces the upcoming Semi-Annual Meeting for Pool members:

Monday, October 6, 1986
12:30 p.m. - 1:30 p.m.
UH 150
TAMIAMI CAMPUS

During the Semi-Annual Meeting, we will solicit nominations of participating members who wish to serve on the Sick Leave Pool Committee. The term of three committee members (one faculty, one A&P, and one USPS) will expire on December 31, 1986. Any member interested in serving on the Sick Leave Pool Committee, or in nominating another member to serve, should contact Steve Belcher, in writing, no later than October 1, 1986. Write-in nominees and those nominated from the floor during the Semi-Annual Meeting will be considered for recommendation to the President.

"MIAMI FEEDING MIAMI"

The University is participating, this year, in a community service project called "Miami Feeding Miami". The purpose of "Miami Feeding Miami" is to provide Thanksgiving food for needy Dade County families. Will you please join us in making this a successful project? Bring a canned food to the Personnel Office of either campus, 9:00 a.m. - 5:00 p.m., Monday - Friday.