

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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DEADLINE FOR USPS REASSIGNMENT AND/OR PROMOTIONAL FORMS:

Effective June 30, 1987, all current reassignment/promotional forms on file with the Personnel Relations Office will expire. All permanent status employees covered by the collective bargaining contract, who wish to be considered for reassignment/promotional opportunities, should complete a new form along with a current FIU employment application to be effective July 1, 1987. Forms may be obtained from Personnel Relations, Tamiami: PC 224; North Miami Campus: TC 105.

UNIVERSITY BLOOD DRIVE

Monday, June 29, 1987
9:00 am. - 4:00 p.m.
Room PC 521

Free refreshments and cholesterol testing.

NEW EMPLOYEE ORIENTATION PROGRAM

Tamiami: Friday, July 24, 1987
8:30 a.m. - 12:00 Noon
Room PC 521

Please confirm your attendance now, by calling Rooslin Joseph at 554-2534.

PAYDAY AND HOLIDAY

The July 4, 1987 holiday will be observed on Friday, July 3rd. Paychecks, therefore, will be issued on Thursday, July 2nd.

CHILDREN IN THE WORKPLACE

REMEMBER, employees are not permitted to use their work area or the University at large as an area to watch over their children. 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, make it absolutely necessary to insist that all employees adhere to this guideline.

IMC/HUMANA HMO

IMC has been acquired by Humana, INC. In light of this change, any employee who has transferred out of IMC and wishes to transfer back to HUMANA, INC./IMC HMO may do so with full confidence. This notice came from the Florida Department of Administration's Office of State Employees' Insurance.

RETIREES: BEST WISHES FOR YEARS OF HAPPINESS TO: Nolan Nicholls, Law Enforcement Officer, Public Safety Department. Officer Nicholls was employed at FIU on 10/9/72 and retired effective June 1, 1987.

IMMIGRATION REFORM AND CONTROL ACT OF 1986

Effective November 6, 1986, the Immigration Reform and Control Act (IRCA) became federal law and obligates all public and private employers to verify prospective employee's eligibility for employment. The law requires employers to document carefully that those hired are either U.S. citizens or are lawfully authorized alien workers. For all employees hired on or after November 7, 1986, employers are required to have on file documentation establishing both identity and employment authorization. In the near future, Personnel will notify those departments that have individuals who were employed after November 7, 1986, in order to secure the required Immigration and Naturalization Service (INS) Form I-9. Employees hired before November 7, 1986, do not have to complete any employment documentation. The INS has been in the process of developing the regulations and other materials necessary to implement this law. Personnel recently received the final guidelines issued by INS and is in the process of reviewing the impact the law has on current hiring procedures. Detailed information will be disseminated to departments outlining any changes to our current employment practices. All hiring actions initiated by a department must be coordinated with Personnel to insure compliance with this law. The INS will conduct a national informational campaign to inform employers, employees and potential employees regarding this law.

F.I.U. SIGNS WITH YOUTH COOP, INC. AND
LUTHERAN MINISTRIES OF FLORIDA

In keeping with two of the major goals of the University, education of students and service to the community, the Director of Personnel Relations signed agreements with Youth Coop, Inc. and Lutheran Ministries of Florida for approximately 100 to work and train in clerical and maintenance occupations at FIU, from June 22 - August 14, 1987. Youth Coop, Inc. and Lutheran Ministries of Florida are non-profit organizations that administer and coordinate the recruitment and summer job placement of underprivileged youth, between the ages of 14 and 21. These organizations receive federal dollars from the South Florida Employment and Training Consortium to provide services for the youth. Assignment of these youth at the University will expose them to occupational opportunities and to an academic environment that is capable of equipping them for their future endeavors. Let us welcome the students and help them get the most from this terrific experience.

GED (GRADUATE EQUIVALENCY DIPLOMA)

If you are employed at the University, without a high school diploma, do not despair. Plan now to begin to take advantage of some of the opportunities that can be available to you -- a better position, tuition free courses..., get a GED! Please contact Personnel Relations-Training at 554-2576, for more information about how you can acquire your GED!

9187-88 SALARY INCREASES FOR EVERYONE

The 1987 Legislature has finalized the Appropriations Act which includes the following provisions for salary increases within the Board of Regents Pay Plans.

University Support Personnel System:

- 1) General Salary Increases
 - a) All USPS employees, other than professional health care employees and law enforcement officers, will receive a competitive pay adjustment of three percent on each employee's base salary (not including CAD's or other pay additives), effective July 1, 1987.
 - b) All unit and non-unit professional health care employees will receive a competitive pay adjustment of four and one-half percent increase in base salary effective July 1, 1987.
 - c) All unit and non-unit employees in law enforcement classes will receive a three percent increase in pay, effective July 1, 1987. Additionally, each employee whose most recent performance appraisal is at least "meets performance standards" shall be granted a one-step increase on the employee's anniversary date.

SALARY INCREASES (continued)

d) Other Special Salary Increases

1) Special funds were provided for salary adjustments for Biologist, Chemist and Engineering classes. All adjustments shall be effective July 1, 1987 and shall be implemented prior to applying any other salary increases.

2) Special funds were provided for salary adjustments in occupational groups containing clerical, food support workers and other classes assigned to Pay Grade 15 or below. The identification of the specific classes and distribution of salary adjustments will be determined by the Board of Regents, Office of Human Resources.

We are awaiting additional information from the Board of Regents Office regarding the classes that will be eligible to receive these salary increases.

2) Performance Incentive Increases

Approval was continued for the performance incentive increases. Eligible employees may be granted an increase in an amount no less than three percent and no more than six percent of the employee's base salary, effective January 1, 1988.

Administrative and Professional, and Non-Unit Faculty:

Funds were provided based upon four and one-half percent of the June 30, 1987 rate base for discretionary salary increases, which are to be effective at the beginning of the individual's employment contract period but no earlier than August 7, 1987.

General Bargaining Unit Faculty:

Funds were provided for unit faculty for an average of four and one-half percent increase in base salaries effective at the beginning of the individual's employment contract period but no earlier than August 7, 1987. The funds are to be distributed in accordance with the collective bargaining agreement between the Board of Regents and the United Faculty of Florida.

SMILES CORNER

A politician got into some trouble with his campaign slogan. It read, "Future Lies Ahead."

HAVE A SAFE AND HAPPY HOLIDAY!