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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.

August, 1987  
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## CORRECTIONS AND UPDATE TO SALARY INCREASE INFORMATION:

Several corrections and updates to the  
June/July "Personnel Touch" Salary  
Increases article need to be noted.

### University Support Personnel System:

The salary increase for all unit and non-  
unit Professional Health Care employees  
that was authorized by the Appropriations  
Act was incorrectly reported as being  
effective July 1, 1987. The increases  
were authorized to be effective January 1,  
1988.

We have received some questions regarding  
other special salary increases referenced  
for occupational groups containing  
clerical, food support workers and other  
classes assigned to Pay Grade 15 or below.  
To date, the Personnel Office has not  
received information regarding  
implementation of these increases. Further  
information will be provided in the  
"Personnel Touch" when the final  
instructions are available.

### General Bargaining Unit Faculty:

An additional one percent salary  
enhancement funding was authorized, which  
must be distributed in a similar manner  
as the 4.5% increases referenced in the  
June/July article of the "Personnel Touch".

## STATE EMPLOYEE REGISTRATION FOR TUITION FREE COURSES, FALL 1987:

As most of you are aware, eligible  
employees, in accordance with the  
tuition-free course program, may take  
up to six credit hours per semester on  
space available basis. Many employees  
wait until the last minute to prepare  
their tuition fee waiver form to attend  
class/es. Then they may find it difficult  
to get their form signed by their supervisor  
and by the Director of Personnel, in time  
to avoid the University's late fee.

Plan ahead now. Fall term 1987 classes  
begin August 24, and a special day, Monday,

August 31, 1987, has been set aside for  
the registration of employees wishing to  
take advantage OF THE State employee fee  
waiver for free courses. This will be  
the only day that employees wishing to  
pay for courses with the waiver will be  
permitted to register.

The approved waiver form must be presented  
at the time of registration to become a  
valid form of payment for courses. Since  
some classes may be closed it is suggested  
that alternative courses be included in the  
approval.

Registration will be held on the University  
Park and North Miami Campuses during the  
hours of 8:30 a.m. through 3:00 p.m., and  
5:00 p.m. through 7:00 p.m., on August 31,  
1987.

Registration at the Broward Campus will  
be held during the hours of 1:00 p.m.  
through 3:00 p.m., and 5:00 p.m. through  
7:00 p.m., on August 31, 1987.

Fee waivers may not be used for disser-  
tation, thesis, supervised research,  
supervised teaching or internships, or  
audit of classes.

Further, three points are important to  
know about taking classes under the  
tuition waiver provision:

a. An employee cannot audit a course  
using the tuition fee waiver.

b. Employees, other than faculty,  
need their waiver forms signed by  
both their supervisor and the  
Director of Personnel.

c. Faculty members do not need a  
supervisor to sign their form, but  
they do need the Director of Personnel  
to sign it.

## NEW EMPLOYEE ORIENTATION PROGRAM

University Park: Friday, August 21, 1987  
8:30 a.m. - 12:00 Noon  
PC 521

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



KEEP YOUR PERSONNEL RECORDS UP TO DATE:

Whenever you have a change of name, change of personal address or telephone number, or a work address or telephone number, contact the Personnel Department's Records Section and sign a Change form, in order for your records to be up-to-date in case of a personal emergency, for ease of university mail delivery and/or especially for inclusion of correct information in the University telephone directory.

PROMOTIONAL/REASSIGNMENT REQUESTS:

This is to remind all USPS permanent employees covered by the collective bargaining agreement that all promotional/reassignment request forms expired on June 30, 1987. If you wish to be considered for a reassignment or promotional opportunity, please complete a new form along with a current FIU employment application.

Forms may be obtained from:

Personnel Relations

University Park                      North Miami Campus  
PC 224                                      TC 105

INVOICES RECEIVED BY DEPARTMENTS:

You are reminded that any invoices received by you directly from vendors for official University purchases must be sent immediately to the Controller's Office for processing. State law allows only 15 days for the Controller's Office to process the invoice to the State Comptroller, and the time you hold the invoice counts in the 15 days. Financial penalties are assessable to your department for delaying this process. Please refer any question about this matter to the University Controller's Office at 554-2131.

STATE HEALTH INSURANCE SUBSCRIBERS:

New Prescription ID cards have been mailed to all State Health subscribers, to replace the cards which expired July 31, 1987. If you have not received your new Prescription ID card, please contact Employee Benefits at 554-2530 (Sharon) or 554-2536 (Clara). When you receive your new card, be sure to discard your old one, as they are no longer valid.

CONDOLENCES:

We, along with all members of the University, extend our condolences to the family of Mr. Charlie Henington, Landscape and Groundskeeping Superintendent I, Physical Plant Department, who passed away on July 15, 1987. Charlie accepted employment at FIU on November 20, 1972; he went on disability retirement on May 1, 1987. May Charlie rest in peace.

DISCOUNT COUPONS:

The Personnel Offices now have available discount coupons for Parrot Jungle (Miami) and for Busch Gardens (Tampa).

PARROT JUNGLE (MIAMI)

This discount provides free admission for up to 4 children, ages 12 and under, when accompanied by an adult. The offer expires December 15, 1987.

BUSCH GARDENS (TAMPA)

These cards provide \$3.00 off the general admission price, and are valid July 1 - August 31, 1987.

Contact the North Miami or University Park Personnel Office for these cards.

FIU'S HURRICANE PROCEDURE:

(June 1 - November 30: Hurricane Season)

In the event of hurricane danger in the South Florida area, the University takes its cue from official U.S. Weather Bureau Advisories. The Weather Bureau issues a Hurricane Watch when it appears that the storm will hit the coast. The watch usually covers an area of several hundred miles. Subsequently, as the direction of the storm becomes more certain, the Weather Bureau issues a Hurricane Warning, narrowing down the area in which the storm is likely to strike. It is the Hurricane Warning that is the basis for the President to make the decision to close the University or its branch campuses if they are in the Hurricane Warning area. The President or his designee will inform the University Police Department and the news media of the decision to close the University until the danger is over. If the decision to close the University is made during "work" hours, all departments will be informed by the President's designee and the University Police Department to leave the campus or go to a central area of safety on campus. Upon receiving such information, employees are expected to secure papers and equipment that may be damaged by water or misplaced by winds. Certain employees have been designated to secure windows and external features of buildings. If the decision to close the University is made during "non-work" hours, employees will be informed via public bulletins to stay home. These bulletins are widely circulated and heard almost continuously on TV and radio. This makes it possible for students and employees to determine whether or not they should plan on coming to class or work. It is the University's intention to contact all radio stations in Dade County; however, WINZ (9.40 am) and WNWS (7.90 am) are among the first two contacted during such emergencies. During emergencies, these two stations normally make progress reports every hour, on the hour. If employees are off campus and wish to clarify whether the University is closed, they may call the University Police Department at 554-2626. In the event employees are required to work during hurricane emergencies, they will be personally informed by their supervisors.

STAY ALERT: STAY SAFE THIS SEASON!!