

the Personnel Couch

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.

September, 1987
Vol. II, No. 6

A DATE TO SUBMIT TIME CARDS:

Due to the Pope's visit on September 11, it is necessary to revise USPS timecard submission date to WEDNESDAY, SEPTEMBER 9.

Please make note, now, of this revised submission date.

OPEN ENROLLMENT - DENTAL INSURANCE:

An open enrollment period for the American Dental Plan will be held from September 15, 1987 through October 15, 1987. Any Faculty, USPS, or A&P employee may enroll or change from one option of the plan to the other, without restrictions, during that period. If you wish to enroll or change to the Insured option during this period, the company will not apply the \$100. and \$300. first and second year of coverage limitation. The representative will be on campus to meet with individual employees or answer any questions as follows:

University Park Campus

PC 2nd Floor Lobby (in front of Personnel)
September 15, 17 and October 13, 1987
10:00 a.m. - 2:00 p.m.

North Miami Campus

Patio Area in front of Personnel
TC 105
September 22, 1987
10:00 a.m. - 2:00 p.m.

NEW EMPLOYEE ORIENTATION PROGRAM:

University Park:
Friday, September 18, 1987
8:30 a.m. - 12:00 NOON
Room PC 521

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

PLAN AHEAD, NOW:

USPS employees with or nearing 240 hours of annual leave should plan vacation time, now, to avoid loss of hours in excess of 240 on December 31, 1987.

RATE INCREASE - LEGAL SERVICES:

We have been informed by Midwest Legal Services, Inc., that the loss ratio and utilization during the first nine months of coverage necessitate a rate increase for the second policy year. The new rate will be \$7.27 per pay period, and will be effective for pay date 9/11/87.

STATE HEALTH INSURANCE: PHYSICAL EXAM PROGRAM:

All participants in the State Health Insurance Plan recently received information at their home addresses concerning the annual physical program. It is important that you return the reply card as soon as possible. There will be a facility at both University Park and North Miami campuses. The dates have not been confirmed as yet, but will begin during late September, 1987. If you want to schedule your physical at the University Park Campus, please write "FIU West" on the top of the reply card, or "FIU North" if you wish to use the North Miami Campus facility. We encourage all State Health subscribers to take advantage of this opportunity. For more information, please contact either Sharon Stroemer at extension 2530 or Clara Gomez at extension 2536.

27 PAY DAYS IN 1987; 26 IN 1988:

Employees who are having Tax Sheltered Annuity or Deferred Compensation deductions should be aware that calendar year 1987 has 27 biweekly pay dates, and that calendar year 1988 will have 26 pay dates. You must take these differences into account when calculating your maximum tax-deferred contribution limits for both years.

Contact your company representative for necessary or desired action for 1987, 1988, and 1989. You should do that by November, 1987. Please act now!

UNIVERSITY STATEMENT ON AIDS:

TOURS TO UNITED WAY AGENCIES:

As you are aware, the University has volunteered to be a United Way Pace-setter among education institutions located in Dade County. Toni Bilbao, the University's coordinator for the campaign, has orchestrated a program to inform all employees of everything they wish to know about the function and operation of the United Way. In this regard, if you are interested in taking a tour of United Ways agencies in Dade County to see their work, their clients, facilities and administrators - please call Gene Pugh, by September 9, 1987, to set up the tour. You may contact Mr. Pugh by calling 554-2576.

CONDOLENCE:

We, along with all members of the University, extend our condolences to the family of Dr. Douglas Spencer, Assistant Director, Resource Analysis, who passed away on July 28, 1987. Dr. Spencer accepted employment at FIU on September 17, 1973.

RESIGNATION OF LONG TERM EMPLOYEE:

THE UNIVERSITY COMMUNITY WISHES THE BEST FOR MRS. MARY JO CROSBY, Assistant Training Manager, who resigned effective August 13, 1987. Mrs. Crosby, affectionately known as "MARY JO", accepted employment at FIU on June 15, 1976 and served her longest tenure as an Admissions Officer.

REVISIONS TO COMPENSATORY LEAVE RULES

Effective August 28, 1987, the USPS rule governing Attendance and Leave was revised. This revision includes authorization for supervisors to allow included employees (those completing white time-cards) to accrue "overtime compensatory leave" in instances where an employee is required to work overtime. Prior to the rule change, included employees were only eligible to receive cash payment on the basis of one and one-half times the employee's hourly regular rate of pay for each hour of overtime worked. Overtime compensatory leave is credited on the basis of one and one-half hours of leave for each hour of overtime worked, up to a maximum of 120 hours of overtime compensatory leave. This provision does not apply to employees covered by the PBA contract or employees whose classification is covered by the Operational Services Unit.

The Personnel Department is in the process of revising the Administrative Affairs Policy and Procedure Manual Section 9.30 to reflect the applicable overtime and compensatory leave provisions. Department Heads should continue to follow the procedures outlined in Section 9.30 when requesting approval to assign overtime work and the subsequent reporting of overtime hours worked by employees.

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. While AIDS can be contagious, medical research and experience have established that the responsible virus 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: University Park Campus: Dr. Toni Eisner, Director, Equal Opportunity Programs, 554-2785; Debbie Tyson Counseling Services, 554-2434; or Kathleen Kleinert, Manager, Student Health Services, 554-2401; North Miami Campus: Kathryn Trionfo, Associate Director, Counseling, 940-5813; or Elvira Velez, Clinical Associate, Student Health Clinic, 940-5821. 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 emotional needs.

UNITED WAY CONTRIBUTIONS, VIA PAYROLL DEDUCTION:

Relative to the article, in this issue of this publication, "27 Pay Days in 1987; 26 in 1988", many employees made contributions to the United Way via Payroll deduction. Your payroll deductions will begin in January of 1988. At the time of your pledge to contribute to United Way, you were probably under the assumption that there would be 25 pay periods in 1988. But there are indeed 26 pay periods in 1988, which can increase the contribution you plan to make to United Way in 1988. If you wish to reconcile your pledge to United Way for 1988, please contact Ms. Della Nelson of University Relations at 554-2514 by Sept. 18, 1987.