

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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"FIU IN VIEW" ON CABLE TV

"FIU in View" is produced by the Division of University Relations at Florida International University. "FIU in View" is on cable tap with an exciting series of half-hour programs which explore the interaction of the University and the community.

This Winter and Spring "FIU in View" continues to offer a forum for research, special events, projects and other activities of faculty, staff and students.

The show focuses attention on timely subjects with significant impact, and offers information to the community about the many facets of the University. This season, the show will offer an exciting line-up of experts to discuss topics related to health, consumer issues, financial trends, government, fashion and art, just to name a few.

"FIU in View" is aired three times a week. Mondays at 9 p.m., Thursdays at 10 a.m. and Fridays at 3 p.m. on Educational Cable One on the following cable stations: Storer North, Channel 14; Storer South, Channel 30; Harte-Hanks (North and South), Channel 20; Cable Satellite, Channel 5; Dynamic, Channel 34; Adelpia South, Channel 21; Adelphis Northwest, Channel 35; Miami Telecommunications, Channel 35; and Palm Comm, Channel 37.

Stay abreast of activities and programs at FIU. Make it a habit to view, weekly, "FIU in View"! If any questions, suggestions, and/or requests, contact Ms. Della Nelson at 554-3165.

DISTRIBUTION OF THE PERSONNEL TOUCH

We think that enough copies of "The Personnel Touch" ("PT") are printed for every employee at all campuses of the University. Yet, employees inform us, usually after a deadline of the occurrence of an event, that they never received a "PT". Information, in large part, runs the university or any organization. If you are responsible for distributing mail in your department, please make certain

that each employee is provided a copy of the "PT". Please either distribute copies of the "PT" to every member of your department or have every member of your organization know where, in your department, to pick up copies of the "PT". Hanging a copy on a common bulletin board is neither the intent for the "PT" nor is it sufficient for the employee. If you are not receiving enough copies of the "PT" for every member of your department, please notify Ms. Myoushi Jones at 554-2534, and your distribution will be increased.

MANAGEMENT DEVELOPMENT AND YOU!

The information provided in this article, hopefully, will help department heads and supervisors strengthen methods and techniques to improve their production, employee morale, and time for supervision.

Whatever the size of an institution or the nature of its operations, it is the supervisor's responsibility to ensure that the department functions as a well-oiled machine. The dynamic supervisor recognizes his role and responsibilities and strives to develop his employees. He helps every person in the department reach his fullest capabilities while he simultaneously and constantly strives to improve his own.

The supervisor who feels that he must give approval to every decision in the department gets so bogged down with details that he spends little time on more important supervisory duties. Trying to be a "one-person" department is too much for any supervisor. The department's operations suffer, employee morale falls and opportunity for employee development is all but eliminated. On the other hand, the supervisor who takes every opportunity to develop his staff into a strong, multitalented team understands that in order to be an effective supervisor, it is important to develop a "we can do a better job" attitude. This type of supervisor feels confident that he can get what is expected from employees.

(McGregor's theory, and the Pygmalion Effect). He is confident that his staff can carry out assignments without his having to constantly tell them what to do. The result of encouraging employees, and not "riding herd" is that the supervisor will be able to delegate many, time-consuming responsibilities to staff members, freeing up his time for more important duties such as planning and scheduling.

Extracted from the BBP Training Director's Handbook.

EMPLOYEE REGISTRATION FOR TUITION FREE COURSES, SPRING, 1988

Employees, who are eligible to use tuition fee waivers for courses, have one designated day to register for classes. That day is Tuesday, January 19, 1988; the times are as follows:

University Park Campus:

8:30 am - 3:00 pm and/or 5:00 pm - 7:00 pm

North Miami Campus:

8:30 am - 3:00 pm and/or 5:00 pm - 7:00 pm

Broward Campuses:

1:00 pm - 3:00 pm and/or 5:00 pm - 7:00 pm

Please have your waiver form approved in time to comply with the time lines listed above.

EMPLOYEES MAY EXPERIENCE SMALLER NET PAY

Employees will notice a difference in their net pay effective with the 1/15/88 warrant.

1. The Federal withholding tax table has been changed.
2. The employee FICA tax rate for 1988 has been increased to 7.51%. The taxable wage base has been increased to \$45,000.

SICK LEAVE POOL UPDATE

Membership in the University's Sick Leave Pool has grown from an initial enrollment of 290 to a total of 757 Faculty, USPS, and A&P employees. (The most recent open enrollment, October, 1987, generated 111 new members.) Since the inception of the pool, the committee has authorized use of 2900.50 hours. The pool, as of Dec. 22, 1987, has a balance of 3155.50 available hours. The current sick leave committee is as follows:

Administrator	Steve Belcher	554-2190
Faculty Rep.	Gerald Cunningham	940-5895
	John Nicholls	554-3320
		274-9221
A&P	Ana Sarasti	554-2347
	C. Kennedy	554-2494

SICK LEAVE POOL UPDATE (Continued)

USPS Rep.	M. Ochipa	554-2430
	P. Duguid	554-2720

The University thanks outgoing Committee members Chuck Beranek (A&P) and Jackie Zelman (Fac.) for a job well done.

MODIFICATIONS TO NEW EMPLOYEE ORIENTATION

Beginning January, 1988, the University's New Employee Orientation (NEO) will have two improvements:

1. New employee orientation will be opened to OPS employees. Supervisors who count on OPS employees' knowledge of the University, may permit their OPS employees to attend NEO.
2. A constant schedule of new employee orientations has been devised for the North Miami Campus. Four NEOP's will be conducted at NMC in 1988 --

Wed., Feb. 17, 1988

Wed., May 25, 1988

Wed., Sept. 28, 1988, and

Wed., Dec. 7, 1988, all 9:15 a.m. - 12:00 Noon in TC 333B.

Monthly programs, at UPC, will continue.

JANUARY 1988 NEW EMPLOYEE ORIENTATION

The January orientation is as follows:

Thursday, January 21, 1988

8:30 a.m. - 12:00 Noon

Room PC 521.

Please call Ms. Myoushi Jones at 554-2534, by Friday, January 15, 1988, to confirm your attendance.

REMEMBER, SOCIAL SECURITY CARDS FOR CHILDREN

The Tax Reform Act of 1986 requires that any dependents age 5 and older listed on tax returns filed in 1988 be identified by a Social Security number. HURRY, HURRY, HURRY! Late applicants could end up delaying their tax returns while waiting for a Social Security number.

You may apply for a Social Security number for a minor, under 18 years of age, by mail or may begin the process by calling any Social Security office to make an appointment. To minimize your frustration when applying for a number for your children, please remember that you must produce evidence of age for your children, U.S. citizenship, or lawful alien status, and identity. If a person were born in the U.S., usually an original or certified copy of a public record of birth established before age 5 can be used as evidence of both age and citizenship. For children, school, medical, or day care records can be used for identity.