

the Personnel Touch

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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.

STATE HEALTH SELF INSURANCE PLAN SUBSCRIBERS:

The Office of Employees' Insurance has announced the beginning of the second year of physical exam testing. This benefit is available to all active employees covered under the State Health Insurance Plan, and exams will take place as follows:

Wed., April 13, 1988, 7:30 a.m. -
5:00 p.m., UP Campus, Bldg. W-6;

Thurs., April 14, 1988, 7:30 a.m.
- 11:30 a.m., UP Campus, Bldg. W-6.

There have been no changes to the battery of tests. The examination consists of; vision screening, a complete blood chemistry profile, hearing test, urinalysis, electrocardiogram, lung function test, glaucoma screening, blood pressure check, colo-rectal screening, and where applicable, a chest X-ray, mammogram and pap smear. You are not obligated to take all tests, utilize only those that you wish to. Some of you may have already received and submitted registration cards to schedule your exams. You may set an appointment or obtain further information by calling Terry Fung, 1-800-241-7772 or 1-800-334-4961.

The exam is by appointment only, and is free to active employees and those spouses who are also employed by the State. Spouses who are not State employees must pay a modest fee. You can obtain the amount of the modest fee from Compu Health when calling to set up an appointment.

Please take advantage of this excellent opportunity to monitor and maintain a healthier lifestyle.

NEW EMPLOYEE ORIENTATION:

Thursday, April 28, 1988
8:30 a.m. - 12:00 p.m.
PC 521

Please call Ms. Myoushi Jones at 554-2534, by Friday, April 22, 1988, to confirm your attendance. Please remember, OPS employees also are invited, and there is so much important, current information even for some long-term faculty, A&P, and USPS employees. Confirm your attendance, and join us!

LONG TERM RESIGNATION:

Harriet Walsh, Accountant VI,
Controller's Office, employed
12/29/72, resigned 3/18/88.

Many of you attended and enjoyed Harriet's going away party, held in the Presidential Suite on Wed., March 16, 1988. We all wish Harriet the best in her new pursuits!

NEW EMPLOYEE; NEW UNITED WAY PLEDGE CARD:

Since there are many of you who have joined the University after our last United Way campaign, please know that pledge cards are available for those of you wishing to make a contribution to United Way through payroll deduction. To obtain a card, please contact either Della Nelson in University Relations and Development, or Sharon Stroemer in Personnel Relations. Both Della and Sharon are listed in your University telephone directory.

DIRECT DEPOSIT PARTICIPANTS:

An employee participating in the Direct Deposit Program who is changing his or her name on a Form W-4 should also complete and submit a new, State of Florida Direct Deposit Authorization Form. Simply write "NAME CHANGE" on top of the Direct Deposit Authorization Form. Then mail your completed direct deposit form to the State's Office of Comptroller's address, shown on the direct deposit form. The form may be picked up at Payroll or at the Personnel Department of either University Park or North Miami Campus.

RETROACTIVE PAY INCREASES FOR SELECTED USPS CLASSIFICATIONS

The 1987 Legislature authorized Special Pay Adjustments for selected USPS classifications. The classifications approved for the special pay increase are listed below. These increases are effective November 27, 1987.

The following guidelines are used to determine the appropriate salary adjustment for employees who will receive an increase.

A. Individual was employed in an Eligible class on November 27, 1987.

Each current full-time USPS employee who was employed in a position in one of the classes listed below on November 27, 1987, and who is still employed in that class, shall receive a biweekly increase in base rate of pay as shown for that class listed below. Part-time employees shall receive proportional increases. These increases shall be retroactive to November 27, 1987.

B. Individual was employed in an Eligible class on November 27, 1987, but is no longer employed in the Eligible class.

A current employee who was employed in one of the classes listed below, but who is no longer in that class, shall receive a lump-sum payment equal to the biweekly adjustment shown below multiplied by the number of pay periods (or portions thereof) falling between November 27 and the effective date on which the employee left the class.

C. Individual was employed in an Eligible class after November 27, 1987, and is currently below the new pay grade minimum for the class.

1. An employee hired, promoted, or demoted into one of the Eligible classes after November 27, 1987, but prior to April 1, 1988, whose salary is below the minimum of the applicable pay grade, shall receive an adjustment to the new minimum of the pay grade. This increase shall be effective retroactive to the date the employee entered the Eligible class.

2. An employee hired, promoted, or demoted into one of the Eligible classes after November 27, 1987, but prior to April 1, 1988, whose salary is at or above the new minimum for the pay grade, shall not receive a salary adjustment.

No employee affected by these special pay adjustments will have his/her January 1st, merit salary increase recomputed. Any employee who is on leave without pay on the effective date of the increase shall receive the increase effective the date he/she returns to the payroll.

ELIGIBLE USPS CLASSES

| <u>CLASS CODE</u> | <u>CLASS TITLE</u> | <u>BIWEEKLY INCREASE</u> |
|-------------------|----------------------------------|--------------------------|
| 0001 | Clerk | 14.01 |
| 0073 | Clerk Typist | 15.65 |
| 0078 | Clerk Typist Specialist | 20.60 |
| 0090 | Word Processing Systems Operator | 21.43 |
| 0105 | Secretary Specialist | 21.43 |
| 0321 | Schedule & Space Administrator | 30.28 |
| 0809 | Purchasing Agent I | 29.42 |
| 1006 | Personnel Technician I | 30.28 |
| 1427 | Accountant I | 30.28 |
| 3754 | Assistant Editor | 30.28 |
| 4262 | Financial Aid Evaluator | 29.42 |
| 4273 | Admissions Counselor | 57.06 |
| 6310 | Printer I | 21.43 |
| 6311 | Printer II | 24.72 |
| 6318 | Print Shop Supervisor I | 29.42 |
| 6423 | Locksmith I | 27.64 |

The retroactive payments and biweekly salary adjustments will be reflected in the April 22, 1988 paychecks.

If you are or were in any of the classifications listed above, and you have any questions about these pay increases, please contact Steve Belcher at 554-2190.