

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.

Vol. 12, No. 8
October, 1988

NEW REQUIREMENTS FOR EMPLOYMENT AND PROMOTION:

Selective Service Registration Requirement of Chapter 88-165, Laws of Florida is effective October 1, 1988, and requires that all persons who are required to register with the Selective Service System under the Military Selective Service Act 50 U.S.C. App. 453 must be able to show proof of such registration in order to be eligible for EMPLOYMENT or PROMOTION by the State in an authorized position (Faculty, A&P and USPS). The Military Selective Service Act requires that every male citizen of the United States and other male persons residing in the United States, except any alien lawfully admitted to the United States as a non-immigrant, between the ages of 18 and 26, be registered with the Selective Service System.

If an applicant for EMPLOYMENT or PROMOTION cannot produce a Registration Acknowledgement letter or Acknowledgement card from the Selective Service System, tentative proof of registration can be obtained by the University from the Selective Service Information Office.

For further information regarding this requirement, please contact Tahlia McClain at 554-2181 or Tim White at 940-5545.

1989, UNIVERSITY TELEPHONE DIRECTORY:

Your providing timely and accurate information for inclusion in the University's Telephone Directory is EXTREMELY important! Many people, inside and outside of FIU, rely on the information in the directory; therefore, the information MUST be accurate.

We have distributed directory proof sheets to all university department heads. If you know of changes that need to be made to the directory, please notify your department head, now. If you bypass this opportunity to inform us of changes about which you know, then we must live with erroneous information for a whole year. PLEASE ACT NOW! The deadline for getting corrected proof sheets back to us is Friday, October 21, 1988. (This amends "October 17th" that is listed on the proof sheets.)

Let's all do our share, now, to make the 1989 directory the best yet!

WORKERS' COMPENSATION:

Workers' Compensation is a benefit required by law. All employees are entitled to the benefit including student assistants, graduate assistants, and other temporary employees. Any on-the-job or job-related accidents are covered by Workers' Compensation.

If an employee is injured on the job and requires medical treatment, a medical authorization form must first be obtained from the Personnel Office unless emergency treatment is necessary. Upon treatment, the supervisor/department must submit the doctor's statement to Personnel and notify Personnel when the employee returns to work, or if the employee wishes to see the doctor again. Any absences resulting from a job injury will be approved only if approved by the attending physician.

WORKERS' COMPENSATION (Continued):

An employee who has a job-connected disability covered by Workers' Compensation shall be carried in full status for 7 days or a maximum of 40 work hours if leave is taken intermittently (exception for OPS employees, please inquire). If after 7 days, the employee is unable to return to work, Workers' Compensation will pay 2/3 of the employee's wages (up to a maximum of \$344.00 biweekly) and he/she may elect to use accrued leave to remain in full pay status. In that case, the employee's salary and Workers' Compensation benefits combined shall not exceed the amount of the employee's regular salary payments.

If after 7 days the employee returns to work, then any time taken off for further medical treatment will be charged to the employee's accrued leave balance.

If further information is needed, please contact the Personnel Department.

ENROLLMENT SET FOR SICK LEAVE POOL:

Open enrollment for the University Sick Leave Pool will be held throughout the month of October. All full-time Faculty, Administrative and Professional and USPS employees may enroll after completion of one year of employment with the state, provided a minimum balance of 64 hours of unused sick leave is credited to the employee at the time of enrollment. Upon acceptance to the Pool an employee will be required to make a one-time contribution of eight (8) hours of personal sick leave to the Pool.

Following membership in the Sick Leave Pool, if an individual's annual, sick and compensatory leave credits are subsequently depleted due to personal illness, accident or injury, the employee may apply to draw sick leave credits from the Pool.

A flyer was mailed to all eligible employees during September, providing enrollment forms and additional information regarding the benefits of joining the Sick Leave Pool. Enrollment forms also will be available in the Personnel Relations Office at University Park (PC 220) and North Miami (Library Bldg., Room 322-A).

CHANGES TO THE STATE-ADMINISTERED RETIREMENT SYSTEMS:

Permanent employees covered by the Florida Retirement System should be aware of changes in legislation that may affect them. Employees who previously have been denied credit for part of a leave that extended beyond 12 months now will be eligible to claim a total of 2 work years if they wish to do so. Questions concerning your applicability to benefit from this change should be addressed to the Florida Retirement System, Department of Benefit Calculations, (904) 488-6491.

BLOOD DRIVES:

Our blood drive of September 7, 1988, in the PC 2nd floor lobby, was a tremendous success! Thanks to all who gave a life-saving blood donation.

The next scheduled Blood Drives are:

1. Wednesday, November 9, 1988, 11:00 a.m. - 7:00 p.m.; Univ. Park Library
2. Thursday, December 1, 1988, 9:00 a.m. - 4:00 p.m.; UH 243
3. Thursday, February 2, 1989, 9:00 a.m. - 4:00 p.m.; UH 241
4. Monday, February 6, 1989, 11:00 a.m. - 7:00 p.m.; Univ. Park Library
5. Wednesday, February 22, 1989, 9:00 a.m. - 4:00 p.m.; PC 2nd floor lobby
6. Wednesday, April 5, 1989, 11:00 a.m. - 7:00 p.m.; Univ. Park Library
7. Thursday, April 6, 1989, 9:00 a.m. - 4:00 p.m.; UH 241

Mark your calendar, now, to join us! (Drives at North Miami Campus are to be scheduled.)