

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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ORP IS NOT FOR EVERYONE!

There are three retirement plans or pension plans, in Florida, available to employees of FIU. OPS employees are not eligible for participation in any Florida Retirement Plan. They are (1) Florida Retirement System (FRS), (2) Optional Retirement Program (ORP), and (3) Teacher's Retirement System (TRS). FRS and ORP are more common; TRS is phasing out, and is for Faculty.

Each plan has its advantages; however, the point of this article is to clear up the apparent confusion about who can participate in which, since all plans are not available to all employees. The following shows who is eligible to participate in which plan:

FRS: All A&P, Faculty and USPS employees are automatically enrolled in this system. All contributions are made by the University.

ORP: Available to all Faculty and certain A&P positions. Contributions are made by the University and the employee is allowed to match up to the University's contribution amount.

TRS: Available only to those Faculty employees currently enrolled. Both employees and the University must make contributions.

Further, all Faculty, A&P, and USPS employees filling authorized positions can use payroll deductions to participate in any retirement savings plan offered at FIU. There are five companies at the University presently providing savings plans through payroll deduction. And soon, information on two, additional companies will be announced!

If you have any questions, contact the Benefits Office at 554-2530.

REIMBURSEMENT COSTS FOR REGISTRATION, TRAVEL, AND/OR PER DIEM MAY BE IN JEOPARDY

A State of Florida Attorney General's Opinion (082-13) is currently used by the State Comptroller's Office for guidance in the payment of expenses associated with employees attending training programs. There is concern regarding the payment of travel expenses, per diem, and registration fees for state employees attending workshops, seminars, or the like, where the topic of the presentation or subject matter is not relevant to the duties required in the employee's current position.

Each case of reimbursement will be considered on its own merits. The primary test to be applied is: (1) whether the training program is one which directly benefits the public in compliance with the public purpose or function which the public office or agency is expressly authorized by law to carry out; and/or (2) whether the training program is specifically designed to improve the efficiency of a qualified employee in carrying out his/her current duties.

KEEP YOUR 1988 TELEPHONE DIRECTORY

Many members of the University have asked the Training and Development (T&D) Unit, "When are the 1989 Telephone Directories coming out?" The T&D Unit no longer produces the directory. The recently established Telecommunications Department is now the office in charge of producing the directory, and current plans are for the 1989-90 directory to be published in the Fall of 1989. In the meantime, please maintain your gold, 1988 directory, and consult the University's Telephone Operators for assistance in obtaining new information on long-term and new employees, as necessary.

In any event, it is extremely important for you to continue to submit changes and updated information to: Mrs. Grace Fernandez, Personnel Records Unit, PC 224.

LONG DISTANCE AND SUNCOM REPORTS

Project leaders are reminded to review their printouts of long distance and SUNCOM calls. SUNCOM lines in University departments are to be used for official University business only. Personal calls should not be made using SUNCOM. Any calls not made for University business should be investigated and if they are personal calls, reimbursement should be required. You should particularly monitor calls made after regular business hours, calls excessive in length, or calls made to places not regularly contacted.

CLARIFY CONCESSION FUND EXPENDITURES

This is a reminder to those of you who authorize expenditures from the Campus Concessions Fund. It is important to document any expenditures or requests for reimbursements that you make from the Concession Fund in order to insure that the public purpose is clearly and explicitly stated. You are also reminded that alcoholic beverages are not an appropriate expenditure from this Fund.

EXPEDITE INVOICES YOU RECEIVE

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 University Controller's Office to process the invoice to the State Comptroller, and the time you hold the invoice counts in the 15 days.

ASSISTANCE TO CORRECTLY FIGURE 1989 INCOME TAX TO WITHHOLD

The Payroll Office has a limited supply of IRS' Publication 919, "Is My Withholding Correct for 1989?". This publication is available to you on a "first-come" basis, and provides both information and a worksheet to help you figure your tax obligation for 1989. Feel free to pick up a copy of Publication 919 from the Payroll Office of University Park (PC 226) or from the Personnel Office of North Miami Campus (LIB 322). Or, you may contact IRS at 1-800-424-3676.

DISCOUNT RIDE COUPONS NOW ON SALE FOR 1989 YOUTH FAIR

The "Early Bird" gets the discount! The single ride coupon price at the Dade County Youth Fair will be 45¢ - with individual rides taking from 1 to 5 coupons each. You can beat those prices by buying unlimited books of these ride coupons now on sale during the "Early Bird" Special at the Cashier's Office of either North Miami Campus or University Park. These coupon books are good on any day of the Youth Fair - Saturdays, Sundays or holidays; it makes no difference. Only during the "Early Bird" Special, a book of 21 coupons sells for \$6.00 (regular price \$9.45). The "Early Bird" Special midway ride coupon books are on sale (cash only) at the Cashier's Office until March 14, 1989. The Cashier's Office hours are Monday and Thursday, 9:30 a.m. - 5:00 p.m.; Tuesday and Wednesday, 9:30 a.m. - 6:30 p.m.; and Friday, 9:30 a.m. - 3:00 p.m. The 1989 Dade County Youth Fair runs March 16 through April 2 on the Youth Fair grounds at SW 112 Avenue and Coral Way (24th Street) in Miami. Gates open 4:00 p.m. weekdays and 10:00 a.m. on Saturday and Sunday.