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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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ALLEVIATE PARKING TICKETS TO NEW EMPLOYEES

During New Employee Orientation Programs, it has been called to our attention that too many new employees are receiving parking tickets unnecessarily.

We hereby inform or remind hiring officials to have your new employees buy yearly decals or pick up a temporary parking permit on their first day at work. Yearly decals are purchased at the Cashier's Office and issued by Public Safety. If for any reason a new employee cannot purchase a yearly decal right away, a temporary parking permit may be obtained at the Personnel Office of either University Park or North Miami Campus. This one time permit is good for a maximum of three weeks from the date of issuance.

New employees may also avoid other University traffic violations by asking for FIU's "University Traffic and Parking Rules" brochure when registering his/her vehicle at Public Safety.

1989-90 COLLEGE WORK STUDY MATCHING REQUIREMENTS

Effective August 25, 1989, for the 1989-90 academic year, the Federal government has increased the College Work Study program (CWS) matching requirement to 25%. This represents a 5% increase over the current academic year.

Therefore, we suggest that as you prepare your budget for 1989-90, you set aside sufficient OPS dollars to cover your department's CWS matching.

If you have any questions, please contact Ana Sarasti at 554-2347.

NEW EMPLOYEE ORIENTATION DIVISIONAL REPRESENTATIVES

Divisional representatives provide new personnel with information about FIU's plans, programs, activities, culture, organizational climate, and top management's philosophy.

The new divisional representatives for 1989 are:

<u>Division</u>	<u>Representative</u>	<u>Alternate</u>
Student Affairs	Ms. Ozzie Ritchey (NMC) Dr. John Bonanno (UP)	Dr. John Bonanno Ms. Ozzie Ritchey
Academic Affairs	Dr. Linda Simunek (NMC) Dr. Tom Breslin (UP)	Dr. Allan Rosenbaum (NMC) Dr. Richard Campbell (UP)
Univ. Rel. & Devel.	Ms. Della Nelson (NMC) Mr. Steve Leigh (UP)	Ms. Lane Coleman (NMC) Ms. Sandra Blue (UP)
Business & Finance	Mr. Ron Arrowsmith (NMC) Mr. Brad Biggs (UP)	

Congratulations!, and thanks to all the people listed above!

USPS SPECIAL HOLIDAY

USPS employees who do not use their special holiday by June 30, 1989 will forfeit it for fiscal year 1988-89.

ANNUAL FACULTY -STAFF PICNIC

FIU FACULTY-STAFF EMPLOYEE PICNIC; EVERYONE IS INVITED!!

DATE: June 3, 1989 SATURDAY TIME: 12 - 6 P.M. FOOD SERVING 12 - 2 P.M.

WHERE: WEST SIDE UNIVERSITY PARK CAMPUS, (WEST OF W-4 PHYSICAL PLANT BUILDING);
ENTRANCE SW 117 AVENUE, AND LOOK FOR THE BIG TENT.

COST: PRESALE TICKETS ADULTS \$3.00 CHILDREN (6-12 yrs) \$1.00
PICNIC SITE ADULTS \$4.00 CHILDREN (6-12 yrs) \$1.50

TICKETS AVAILABLE FROM:

JUDY X2882 DM 430 BETTY X2522 VH 212
CAROLYN X2099 PC 115 PHIL X2641 W3 SHOP
CHRISTINE 940-5573 ACI RM 195

EVENTS TO TAKE PLACE:

LENNY THE ORGAN GRINDER AND HIS PET MONKEY "PEANUTS"; DISC JOCKEY "SOUNDS OF ILLUSION"; SEVERAL CLOWNS; DOOR PRIZE DRAWINGS EVERY HOUR FOR CHILDREN AND ADULTS; GAMES SUCH AS EGG TOSS, POTATO RACES, SOFTBALL, ETC.

FOODS: HAMBURGERS, HOTDOGS, POTATO SALAD, COLE SLAW, BAKED BEANS,
ASSORTED DESSERTS, POTATO CHIPS, BEER, SOFT DRINKS, SNOW CONES.

CONDOLENCES

We extend belated condolences to the family, friends and colleagues of:

Mrs. Patricia "Pat" Haywood
Staff Assistant, Dean's Office
College of Education.

Pat was employed with FIU from September 5, 1978 to the time she passed away (April 1, 1989).

Mr. Jesus Lopez
Assistant Professor
Chemistry Department.

Jesus was employed with FIU from August 12, 1985 to the time he passed away (April 29, 1989).

We will miss them both.

LONG TERM RESIGNATION

Angel Gomez, Custodial Supervisor I, employed 9/28/73; retired 3/23/89.

Marie Louise Leeds, Asst. Professor, Music, employed 9/1/72; retired 4/14/89.

Howard Kaminsky, Professor, History & American Studies, employed 9/7/73;
retired 5/5/89.

Edythe Margolin, Professor, Curriculum & Instruction, employed 8/25/72, retired 5/5/89.

Jack Clark, Professor, Construction, employed 12/28/73; retired 5/1/89.

We wish them all the best in their pursuits.