

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.

August - September 1989
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AMERICAN DENTAL PLAN'S RATE AND SURCHARGE INCREASE

Biweekly rates for your participation in American Dental Plan's prepaid program will be adjusted as follows:

<u>Coverage Type</u>	<u>Current Biweekly</u>	<u>Sept. 1, 1989 Biweekly</u>
Single	\$ 4.39	\$ 4.58
Two Family Members	6.92	8.01
Three or More Family Members	9.23	10.94

FIU automatically will make the necessary adjustment to your payroll deductions. A revised "Schedule of Benefits" and new ID card/s reportedly were mailed to your home, by American Dental Plan, on or about August 1, 1989 for an effective date of September 1, 1989. Please note that if you chose Colonial Penn's Indemnity Option, you will not experience either a rate or benefit adjustment at this time.

If ever you have billing questions, please feel free to call American Dental Plan's home office at 1-800-633-1262.

1989 OPEN ENROLLMENT FOR GROUP HEALTH INSURANCE

The annual open enrollment for group health insurance plans will be conducted during October 1989. The three group health plans are Health Options, Humana, and State Health Insurance (Blue Cross/Blue Shield). The coverage, for which you sign up during open enrollment, will take effect January 1, 1990.

The Division of State Employees' Insurance (in Tallahassee) will make every effort to mail the open enrollment materials to the home of each state employee. The Division of Insurance will use the home address in the State Controller's W-4 file. In that regard, it is imperative that your home address information on the W-4 file be current when the open enrollment mailing labels are pulled on September 20, 1989. Please help by ensuring, prior to September 20, that the W-4 data is up to date! If you have questions or need information, please contact: (1) the Payroll Office (UP) at 554-2191 for address/W-4 information and (2) the Benefits Office (UP) at 554-2530 for Insurance information.

STATE HEALTH PLAN'S MAMMOGRAM SCREENING PROGRAM

The State Health Plan's Mammogram Screening Program became effective July 1, 1989, and provides coverage for a mammogram for insured female participants. The Benefits Section of Personnel has been notified by the State Employee Insurance Office that members of the plan must go to a participating doctor listed under "RADIOLOGY" in the Directory of Health Care Providers to get the highest level of coverage. If members go directly to a hospital to get this test done, they will be billed by the hospital and by the radiologist, and therefore, will be subject to two, separate co-payments.

POWERFUL TELEPHONE SKILLS SEMINAR

The "Powerful Telephone Skills" seminars conducted at University Park and North Miami Campus in late June 1989 were PURE DYNAMITE! The audience and our subject experts -- Zully de las Pozas, Director of FIU's Telecommunications Office, and Noreen Chervinski and Gwen Leno, both supervisors from Southern Bell -- were fantastic! Members of the University who attended should be happily using and enjoying the "powerful" information they received and members who did not attend should be wishing for the opportunity of this powerful seminar, which we will make possible again.

MOBILE MULTIPHASIC HEALTH SCREENING PROGRAM

The State's Group Health Insurance Plan is conducting its Mobile Multiphasic Health Screening Program for its membership. Brochures containing a detachable postage paid card will be mailed to member employees' home addresses approximately four to six weeks before testing begins. The brochure will include a listing of the different testing sites in the Dade County area as well as many details regarding tests, making appointment/s, testing procedure/requirements, cost, etc.

Test dates for Miami are: Sept. 7, 8, and 11 - 15, 1989;
Nov. 27 - 30, 1989, and
Dec. 4 - 6, 1989.

If you are a member who has not received your brochure, you may schedule an appointment now by calling Health Examinetics at 1-800-468-4987 between 9:00 a.m. and 10:00 p.m. Monday through Friday, and 12:00 p.m. to 4:00 p.m. on Saturday.

IMPORTANT NOTICE TO ALL USPS EMPLOYEES

The election for USPS Senate representatives is forthcoming. When the election ballots are distributed in your offices, think carefully who you designate to be YOUR representative. Remember, this person will be representing you and is responsible for letting you know the latest news of what is happening on campus and how it affects all USPS employees. Be sure that the person you select is willing to be involved and will be able to attend monthly meetings. The Senate can only be as strong and active as its representatives choose to be.

Guest speakers planned for the remainder of 1989 year are:

September 6 - NMC	North Miami Beach Police Department "Crime Prevention/Personal Safety"
October 4 - UP	Steve Belcher, Assoc. Director of Personnel "Restructuring of A&P and USPS Classification Plan"
November 1 - UP	Miami Police Department "Crime Prevention During Holiday Season"
December 13 -	Instead of a guest speaker, the Senate will visit the Hope Center to deliver Christmas gifts to the abused children.

More information about meetings and speakers will be sent via flyers through Campus Mail.

"GOLF COURSE" DISCOUNTS

Fontainebleau Park Golf Course is offering special summer rates to bona fide FIU students, faculty and staff upon presentation of a University identification card. The rates, including Florida State sales tax, are effective now through October 31, 1989 and are as follows:

18 holes	Weekdays - \$10.00, includes green fee and cart
18 holes	Weekends - \$17.00, includes green fee and cart
18 holes	Holidays - \$17.00, includes green fee and cart

For starting times, call 221-5181; 9603 Fontainebleau Blvd., Miami.

SALARY INCREASES FOR EMPLOYEES OF FIU

Funds were authorized by the 1989 Florida Legislature for salary increases according to the following guidelines.

I. FACULTY: In-unit General Faculty and out-of-unit Faculty

Effective: Beginning August 7th - Academic Year Contract

3% Across the Board
2% Discretionary

II. A. A & P EMPLOYEES:

Effective: January 1, 1990

Eligibility: Employee hired on or before August 7, 1989

4% Across the Board increase based upon employee's
December 31, 1989 salary.

B. A & P EMPLOYEES IN EXECUTIVE SERVICE:

Effective: January 1, 1990

Eligibility: Employee hired on or before August 7, 1989

Funds equal to 4% of the June 30, 1989 salary rate will
distributed as discretionary salary increases.

III. USPS EMPLOYEES:

A. AFSCME AND NON-UNIT EMPLOYEES:

Effective: January 1, 1990

Eligibility: Employed on December 31, 1989

4% increase in December 31, 1989 base salary (excluding
any pay additives, such as "competitive area differential",
shift differential, etc.)

Guaranteed minimum increase of \$700 annually.

B. LAW ENFORCEMENT EMPLOYEES:

Effective: July 1, 1989, and again on Employee's Anniversary Date.

Eligibility: Employed on or before June 30, 1989, and a current
performance appraisal of at least "Achieves
Performance Standards".

On July 1, 1989, each step in the salary range will
be increased by 3%

On the employee's Anniversary Date, the employee will
be granted a one-step salary increase.

C. PROFESSIONAL HEALTH CARE EMPLOYEES:

Effective: July 1, 1989 and again on January 1, 1990

Eligibility: Employed on or before effective date of respective
increase, and a current performance appraisal of at
least "Achieves Performance Standards".

3½% increase in the employee's base salary, effective
on July 1, 1989, and on January 1, 1990.

Funds in the amount of \$250, per full-time unit
position, were approved for professional education/
training.

IV. Part-time employees shall receive proportional salary increases, as described above, according to their respective category of employment.

INVESTIGATION OF THE ACTS OF VIOLENCE COMMITTED BY THE BLACK PANTHER PARTY AND OTHER ORGANIZATIONS

MEMORANDUM FOR THE DIRECTOR, FBI - MEMPHIS

DATE: 4/15/68

TO: SAC, MEMPHIS

FROM: SAC, MEMPHIS

SUBJECT: [Illegible]

RE: [Illegible]

1. [Illegible]

2. [Illegible]

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21. [Illegible]