

# 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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## OPEN ENROLLMENT

### I. BENEFITS OPEN ENROLLMENT

Open Enrollment for the plans listed below will be conducted during the October dates shown. During Open Enrollment, eligible employees may enroll in these plans or make any changes in coverage. The effective date of your new coverage is also shown below.

#### 1.a. All Group Health Insurance and State Life Insurance Plans

October 9 - October 31                      Effective Date: January 1, 1990

#### b. Florida Flexible Benefits Plan

October 9 - October 31                      Effective Date: December 1, 1989

#### 2. American Dental Plan

October 2 - October 31                      Effective Date: December 1, 1989

#### 3. Midwest Legal Services

October 2 - October 20                      Effective Date: December 1, 1989

An enrollment packet containing application, rates and other pertinent information was mailed to each employee's campus address. State Health and State Life open enrollment materials will be mailed to the employee's home address by the Division of State Employee Insurance.

During Open Enrollment, the Benefits Office staff will be available daily at University Park from 1:30 to 4:30 p.m. and at the North Miami Campus on October 13, 18, 23, and 31 from 11:00 a.m. to 3:30 p.m. For additional information regarding Open Enrollment for the plans listed above, please contact the Benefits Office at 554-2530 or 554-3515.

### II. LONG TERM DISABILITY INSURANCE OPEN ENROLLMENT

The Gabor Agency will conduct Open Enrollment for the new SUS Long-term Disability Insurance and the FIU Short-term Disability Program from now through October 31, 1989. An informational brochure containing an application has been mailed to all employees at their campus address. For additional information please contact the Gabor Agent at 554-2191 or at their local office 663-1483.

### OPEN ENROLLMENT 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 for joining the Sick Leave Pool. Enrollment forms also will be available in the Personnel Relations Office at University Park (PC 220) and North Miami Campus (Library Building, Room 322-A).

#### NEW EMPLOYEE ORIENTATION

##### North Miami Campus

Wednesday, October 18, 1989  
9:15 a.m. - 12:15 p.m.  
Library, Room 319

##### University Park

Friday, October 27, 1989  
8:30 a.m. - 12:15 p.m.  
PC 521

Come join us! Vital information will be provided to accelerate your adjustment to FIU's working community, policies, and procedures. Refreshments will be provided.

#### PROJECT LEADERS' FINANCIAL REPORTS

Project leaders are requested to check your monthly departmental ledgers to see that names, social security numbers and room numbers are correct. Each account for which you are responsible needs to have this information or the account will be delayed or lost. Changes should be directed to:

Betty Sanchez  
Controller's Office  
PC 516-D

#### PAYMENT OF VOUCHERS

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 us to process the invoice to the State Controller and the time you hold the invoice counts in the 15 days.

#### IT'S A CAMPAIGN

A U. S. Savings Bond campaign, will be held from mid-October, 1989 - November 15, 1989. Any interested employee may sign up for the savings bonds deductions. Please stop by the Benefits Office, 1:30 p.m. to 4:30 p.m., Monday through Friday.

#### THE WAIT IS OVER

The new Telephone Directory will be distributed during the latter part of October, 1989. This Directory is less expensive and more efficient; it will be updated quarterly. If you have had problems from the shortage of directories, you will be able to make extra copies, hassle-free. The Directory is loose-leaf styled, and no hard cover will be used.

#### DISCOUNT CARD FOR FIU EMPLOYEES

As FIU employees, you can present your Atlantis "Family Fund Club Card" at the Atlantis Main Gate when you purchase your ticket and receive a \$4.00 discount off each one-day ticket during the month of October, 1989. The regular price is \$11.95 + tax (ages 12 and above) and \$9.95 + tax (ages 3-11). Atlantis (The Water Kingdom) is located at the exit of I-95 and Stirling Road.

Contact FIU's Personnel Office for your discount card. For park information and operating hours, contact Atlantis at (305) 926-1000.