

# 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.

December, 1989  
Vol. 13, No. 7

## USE OR LOSE ANNUAL LEAVE

A reminder to all employees with annual leave balances over 240 hours (USPS) and 352 hours (A & P and Faculty): You must use these hours by December 31, 1989 or you will lose them. On January 1, 1990 all annual leave balances will be cut back to 240 hours (USPS) and 352 hours (A & P and Faculty).

## GREATER NET INCOME IN DECEMBER 1, 1989 PAYCHECK

Employees who signed up for the Pretax Benefits Program received more net pay in their December 1, 1989 paycheck. The State Insurance, Savings Bond deductions, pretax salary reductions (including the new reductions for Medical and Dependent Day-Care Reimbursement Accounts), and all other deductions designated as 24 times a year were excluded from the first biweekly rather than from the third biweekly payroll for December, 1989. This switch, from the third biweekly to the first biweekly payroll for December 1989 was done to: 1) allow the maximum time possible for the implementation of employees' insurance changes made during the open enrollment period and, 2) to offer an attractive advantage to many employees in having the extra net pay available before the Christmas Holiday.

## HOLIDAY VISITORS ON CAMPUS

Hundreds of people come to the University, during the Christmas Holiday break, wishing to get a new start in the new year by changing jobs or starting school. They use their holiday break to pick up school catalogs, school and employment applications, and many wish to talk with someone about school entrance requirements. Most offices are closed, however, so people wishing for the University to play a role in their new year endeavors leave the campus disappointed. You can help our holiday visitors, the University, and your department by doing the following:

1. Post notices on your doors listing:
  - a. when your office will reopen
  - b. what phone numbers and employees may be contacted to provide information.
2. Leave a rack (outside your door) supplied with school catalogs, admissions applications, exam notices, employment applications or other forms and packets for which the public typically calls.

## CONCESSION FUND EXPENDITURES

This is a reminder to those of you who authorize expenditures from the Campus Concessions Fund of the importance of documenting any expenditures or requests for reimbursements that you made from the Fund to insure that the public purpose is clearly and explicitly stated. You are also reminded that alcoholic beverages are not an appropriate expenditure from the fund.

## OUTSIDE EMPLOYMENT

Outside employment under the SUS is defined as any outside professional employment, private consulting or any continuing business activity compensated or not compensated which is not part of the employee's assigned duties and for which the University does not provide compensation.

All employees engaged in outside employment must complete a Report of Outside Employment Form and submit it to the appropriate Dean or Director for review and approval. The completed form must be forwarded to the Office of Personnel Relations. These forms are available at the Personnel Office at both campuses.

## MOST STATES OFFER CARDS FOR NEWBORNS

As of August, 1989, 41 states are participating in the Enumeration at Birth Service. The service permits a parent to apply for a Social Security number for the newborn at the hospital. The new procedure is expected to eliminate the need for a later visit to the Social Security Office and the documentation necessary to prove age, identity, and citizenship. Federal law requires that tax payers identify any dependents age 2 and older listed on their 1989 tax returns by a Social Security number.

## CREDIT UNION HOURS

Effective immediately the Credit Union is open as follows:

### UNIVERSITY PARK \*

Monday-Friday; 10:30 a.m.-3:00 p.m.  
PC 106  
FIU-2499

### NMC \*

Tuesday; 9:00 a.m.-12:00 noon  
Wednesday; 10:30a.m.-3:00 p.m.  
ACI 141  
940-5582

\*These locations will be closed from December 23th through New Year's day. However, the main office will be open December 27-28 from 9:30 - 4:00 p.m., 6250 Red Road, 284-4832.

Credit Union services are available to all permanent employees of the University. Please call or visit for more information.

## DISCOUNT ON GOLDEN PANTHER BASKETBALL TICKETS

Men's and Women's basketball season tickets for the 1989-90 Golden Panthers season are being offered now at a special group rate.

Men's reserved seat tickets, for the home games scheduled in The Golden Panther Arena, are now on sale to members of the faculty and staff, in lots of 15 tickets for \$36.00.

Women's tickets, are being sold to University faculty and staff, in lots of 15 tickets for \$15.00.

These discounts also are available to members of the public who are members of the Golden Panther Club, The Tamiami Chourey League, et.al. For additional information and purchase, contact the Athletics Ticket Office, Sunblazer Arena, at extension 2047.

## ADDITIONAL DISCOUNT FOR FIU EMPLOYEES

Boardwalk and Baseball, Inc. (of Orlando, Florida) is extending an additional 15% off the regular 15% discount FIU employees receive as part of the Sea World Family of Parks Club Card Program. This 30% off regular admission, to all Club Card members, is valid now through January 31, 1990. The park has over 50 rides, shows/attractions, foods, and Baseball.

HAPPY HOLIDAYS:

STAY HAPPY AND STAY SAFE

