

# 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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## STATE EMPLOYEE FEE WAIVERS

The Summer semester, 1990 is approaching rapidly. And all employees especially those stationed at North Miami Campus, should begin action now to get their fee waiver signed. That will prevent the frustration experienced by waiting until the last minute when signatories may be unreachable.

The Summer schedule is:

- Term A: May 8 - June 20, 1990
- Term C: May 8 - August 10, 1990
- Term B: June 26 - August 10, 1990

The fee waiver may be used for up to six credit hours during the Summer Term, regardless of whether the courses are taken in Term A, C, or B. Employees, planning to use the fee waiver for classes in more than one term must reflect those classes and alternate choices on the same waiver form. Tuition will be waived only for courses approved on the waiver form.

State employees enrolling for Summer Semester Courses will be permitted to register as follows:

- Term A: May 8 - May 15, 1990
- Term C: May 8 - May 15, 1990
- Term B: June 26 - July 3, 1990

Students in the Off-Campus Credit program using the tuition waiver also must register during this period. The approved waiver form must be presented, and applicable fees must be paid at the Cashier's Office by close of business on the last day to pay fees.

Courses registered for during early or regular registration are not eligible for the tuition waiver. A course over-ride form will not be accepted with the tuition waiver program. Also the tuition waiver does not apply to audit, thesis, dissertation, independent study, or closed courses.

Further information regarding use of the tuition waiver may be obtained at the Cashier's Office.

## STATE GROUP HEALTH SELF INSURANCE PLAN DRUG UTILIZATION

Under the current prescription drug benefits plan, made available on July 1, 1989, member employees are allowed a 34 day supply of prescription drugs, if they fill the prescription at a participating pharmacy. The payment for the 34 day supply is three dollars (\$3.00). This same prescription may be obtained through the mail order program with a 90 day supply. There is no payment required for the mail order; however considerable time is require before you receive your prescribed drugs.

**PROBLEM:** Some employees are making purchases in excess of the limit allowed by the 34-day, walk-into-pharmacy plan. These employees will received notification of an overpayment in benefits, and will be required to repay these benefits to the State.

Be careful, and conduct yourself within the scope of the plan.

Please call the Paid Prescriptions Office, at 1-800-272-7243, should you require more information about the prescription drug benefits plan.



### SERVICES FOR THE DIFFERENTLY-ABLED

Are you having difficulty getting around the FIU campus -- Are doors too hard to open, lavatory facilities not adapted for your needs, handicapped parking not where you think it should be? Then the University Affirmative Action Committee's Subcommittee on Disabled Student and Employee Access wishes to hear from you! Help them do their job better by identifying barriers that might prevent full and safe access to campus services and locations. You may submit your note or idea to the Office of Equal Opportunity Programs (PC 215) attention Maria Baeza (348-2785). The Subcommittee would like to hear from you!

Additionally, FIU is currently installing metal circular railings in buildings to replace wooden rectangular railings. This is being done primarily to accommodate the hand grip of all people at the University.

### SUPERVISORS CAN PROVIDE MORE HELP FOR THEIR NEW PERSONNEL

Supervisors should see to it that their new personnel attends the University's Orientation Program for New Personnel. Providing new personnel with information that will accelerate their adjustment to the University and help them start their employment at more efficient levels is the purpose of FIU's Orientation Program for New Personnel. And numerous, key administrators are a part of the program to see that its purpose is achieved. New personnel may attend the April program by calling Gene Pugh at 348-2576. April Program: University Park; Friday, April 27, 1990; 8:30 a.m. - 12:15 p.m.; Room PC 521.

### TAKING UNIVERSITY PROPERTY OFF CAMPUS

Often FIU employees must take university property off campus to perform work or help achieve the goals of the University. The removal of University property from Campus must be authorized by an accountable officer (your supervisor), and a completed form must be furnished to the Property Control Office (OE-T 5: University Park). All people seen removing property from campus are subject to questioning by Public Safety Officers. Authorization forms for removing property from Campus can be obtained from the Property Control Office. Any questions regarding this matter may be addressed by calling Mr. Bill Young at 348-2167.

### LOST AND FOUND

The Property Control Office is acquiring too many lost and found articles. If ever you lose or find articles at FIU, please immediately contact the following offices:

- UP Camerom, UH Bldg. 348-2189
- UP Public Safety Office, Tower Bldg. 348-2626
- NMC Student Activities Office, SC 125; 940-5800
- NMC Public Safety Office, SO-1 Bldg. 940-5555

### SICK LEAVE POOL

A special open enrollment for the University Sick Leave Pool will be held throughout the month of April.

A flyer was recently mailed to all eligible employees, providing enrollment forms for joining the Sick Leave Pool. Enrollment forms are also available in the Personnel Relations Office at University Park (PC 220) and North Miami (Library, 322-A). Any employee interested in joining the Sick Leave Pool must submit the completed enrollment form to Personnel Relations PC 220, no later than April 30th. For more information, contact Steve Belcher, 348-2190.

### CHILD CARE AT FIU

The Children's Creative Learning Center at FIU is an educational preschool serving children 2½ - 5 yrs of age. Registration is taking place for Summer and Fall, 1990 programs. Centers are located on both North Miami and University Park Campus. Please call 348-2143 for more information.

### FIU ABIDES BY MINIMUM WAGE REGULATION

Effective April 1, 1990 the minimum wage increased to \$3.80 per hour.