

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.

June - July, 1990
Vol. 14, No. 6

DEADLINE! DEADLINE! - NOMINATIONS FOR THE 1990 DAVIS PRODUCTIVITY AWARDS

The Partners in Productivity, which include the Florida Taxwatch, The Florida Council of 100, and the State of Florida, are sponsoring a cash awards program to recognize and reward outstanding productivity, performance and innovations by Florida's state government employees. The Davis Productivity Awards provide up to a total of \$50,000, consisting of \$100 to \$1,000 cash awards, plaques, certificates and other public recognition.

The 1990 Davis Productivity Awards will recognize state employee efforts resulting in productivity increases, innovations and other excellent performance for the period July 1, 1989 through June 30, 1990 and maintain the following conditions:

- Any state government employee or work unit is eligible
- Any manager, supervisor or employee may submit the name of a person or work unit for consideration
- The awards, ranging from \$100 to \$1,000 per recipient, will be presented at a ceremony with top state officials and business executives this Fall
- The productivity achievement must be measurable and verified, and must have led to one or more of the following results:
 - The same quality or quantity of a product or service at a lower cost
 - Increased quality or quantity of a product or service at the same or lower cost
 - Increased timeliness of product or service delivery at the same or lower cost
 - An innovation in technology, service delivery or organizational structure that has directly led to one of the above results
 - Other measurable cost savings or cost avoidance
 - Increased public satisfaction with a product or state service

FIU and the Board of Regents encourage you to take advantage of this opportunity to nominate employees to receive recognition for their contributions to productivity and innovation during the past fiscal year.

Nominations must be received in the Personnel Office at University Park by July 2, 1990.

For nomination forms, examples of productivity achievement, and other details for this award, please contact Ms. Melodie Hooker 348-2534.

PRODUCTIVITY ESSENTIAL BUT MISUNDERSTOOD

'Productive' is a buzzword in organizations today. Productive meetings, investments and equipment are essential for economic stability in an organization and good quality of life in a society. Yet many people don't know what productivity is and, more importantly, how to increase it.

Productivity is the value of what is produced (i.e. products, services, etc.) relative to the cost of producing it. Productivity can be increased in two ways: you can increase the value of what comes out without increasing the cost of what goes in, or you can decrease the cost of what goes in without decreasing the value of what comes out.

Productivity is often mistakenly equated with images of managers running around with stopwatches browbeating employees to work faster.

In fact, productivity is more closely related to management than to work. Low productivity occurs when resources - human, financial and physical - are not adequately supplied or when business opportunities are not adequately identified. Supplying resources and identifying opportunities are management functions.

Research on productivity in the United States suggests that the mismanagement of resources wastes 11 work hours per week for each employee and almost four months per year. Organizations can do the following to reduce this sobering statistic:

- ° Implement greater flexibility in jobs. Provide opportunities for cross-training so that more than one person knows the ins and outs of the workplace.
- ° Don't tie up human resources by having them go without necessary supplies.
- ° Perform preventive maintenance on equipment and plant at regularly scheduled intervals. That raises productivity by minimizing breakdowns and prolonging the operating life of machinery.

It is hoped that this article can spark ideas regarding nominations for the 1990 or 1991 Davis Productivity Awards, or can help in the daily management of your work.

by: Jane Elizabeth Allen, consultant for Knight-Ridder Inc. excerpted from 4/21/90 Miami Herald, Business Section.

SUPERVISOR CAN HELP NEW EMPLOYEES GET HEALTH INSURANCE COVERAGE

New employees of FIU have experienced that too little time remains between the time they sign-on at Personnel for payroll and the time that they must select their health insurance plan. (New employees must select and make application for the health insurance plan of their choice within 30 days of their effective date of employment at FIU in order to ensure coverage. Otherwise, they must wait for the next open enrollment period.)

New employees have no way knowing of this stipulation unless someone tells them. Supervisors can help new employees (including faculty) have at least three weeks to select their health plan by submitting their paperwork to the Personnel Department prior to the date of employment. Then Personnel can set up an appointment for sign-on.

CREDIT UNION TO HAVE HONDA SALE

The Credit Union will be holding an on-site Honda sale at their Red Road office on Friday and Saturday, July 20th and 21st. The sale will feature the entire Honda line and 1990 Accura's at sharply reduced prices with no dealer prep charged.

For this sale only, the Credit Union will be offering 100% financing, dropping car rates a full 1%, and accepting pre-approved loan applications.

For more information about the sale and other Credit Union services, please visit PC 106 or call 348-2499. The North Miami office is open Tuesday and Wednesday in ACT 141 or call 940-5582.