

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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KNOWLEDGE THAT CAN IMPROVE THE PICTURE FOR YOUR RETIREMENT

Effective January 1, 1987, the maximum amount that an employee can elect to defer to a Tax Deferred Annuity Program on a before-tax basis for any tax year is generally limited to \$9,500. Nevertheless, a Special "catch-up" exception to the \$9,500 limit is available to employees with at least 15 years of service with an educational organization. This exception can allow eligible participants to make annual contributions up to \$12,500, provided they comply with certain stipulations.

Please contact the agent or representative of your TDA company, i.e. either the Gabor Agency (348-2191) or the Traveler's Corporation (374-0351). And remember, it is also advisable to review this matter with your CPA or tax attorney since it is not uncommon for providers of insurance programs to have different interpretations regarding some of the programs that they offer.

EMPLOYEES REGISTERED OR ON THE WAIT-LIST FOR WORDPERFECT (ADVANCED) TRAINING AT UNIVERSITY PARK

A revision has been made in the Personal Computer courses currently being offered by University Computer Services (UCS) and Personnel Relations-Training. At the moment, we have cancelled all WordPerfect Advanced classes. Meanwhile, if you are trying to use an advanced feature of Word Perfect 5.0 or 5.1, and are having difficulty, please contact the UCS "Help Hotline" at 348-2695 for University Park, or at 940-5589 for North Miami, and ask for a Word Perfect consultant.

We will continue to offer WordPerfect Introduction, WordPerfect Intermediate, Dos, Lotus 1-2-3, and DBaseIII classes. These classes have been tentatively scheduled for one class per day on varying Tuesdays and Wednesdays between 9:00 a.m. and 12:00 noon. This schedule may or may not change after August 9, 1990. Anyone interested in any of these courses at University Park, please contact Melodie Hooker at ext. 2534; at North Miami Campus, please contact Amy Stanley at 940-5589.

DUN & BRADSTREET SEMINAR AT FIU

Management of the Division of Business and Finance, and Personnel Relations-Training are planning to employ a consultant in mid September, 1990 to conduct an all-day management seminar at University Park. The program will cover the following topics:

- . Decision Making and Problem Solving
- . Delegating
- . Firing
- . Time Management
- . Motivation
- . Goal Setting
- . Discipline

If you are a department director or a department head and wish to attend, please call Melodie Hooker (348-2534) or Gene Pugh (348-2576) by Monday, August 13, 1990. Your calls will help us make proper arrangements with representatives of Dun & Bradstreet.

COLLEGE WORK-STUDY EMPLOYERS SEMINAR

This seminar promises invaluable information for all employees (both longterm and new) who hire and/or supervise college work-study students (CWSS). For longterm employees, the seminar will open dialogue between them and the Financial Aid Office regarding suggestions necessary to improve the procedures of Financial Aid and/or services of CWSS. For new employees, the seminar will explain and clarify the CWS procedure! Additionally, the brand new, 1990-91 manual for employer's of CWSS will be disseminated.

This is a program you want to attend! Numerous, key representatives (from Financial Aid, the Controller's Office, Personnel, and Payroll) will attend to answer your concerns.

North Miami
Wednesday, August 15, 1990
9:00 a.m. - 11:30 a.m.
LIB., Room 319

University Park
Thursday, August 16, 1990
9:00 a.m. - 11:30 a.m.
PC 521

Make your reservation now or by Wednesday, August 8, 1990 by calling Ms. Melodie Hooker at 348-2534.

HOW TO OPERATE A FIRE EXTINGUISHER

To operate a fire extinguisher, execute the following procedure:

1) Break the plastic lock and remove the aluminum pin from the jaw of the handle, 2) hold the extinguisher firmly, 3) squeeze the handle, and 4) aim the hose or nozzle toward the base of the fire, while discharging the contents with a sweeping motion.

To replace discharged or missing extinguishers, call 348-2621; Environmental Health and Safety.

SHOULD YOU FIGHT A FIRE?

When used properly, a portable fire extinguisher can save lives and property by putting out a small fire or containing it until the Fire Department arrives.

Portable extinguishers, however, are not designed to fight a large or spreading fire. Even against small fires, they are useful under only the right conditions.

- * The extinguisher must be rated for the type of fire at hand. Extinguishers at F.I.U. are placed according to the type of fires that may typically occur in that area. So, use the extinguisher that is nearest the fire in your area.
- * The extinguisher must be large enough to put out the fire. Similar to the information above, extinguishers at F.I.U. are placed according to the size of fire anticipated (assuming that you catch the fire near its inception, such as in a wastepaper basket, an electrical cord, etc.). The fire you fight with an extinguisher should not exceed the size of an executive's desk. Most portable extinguishers discharge their extinguishing agents in as little as eight seconds.

Before you begin to fight a small fire:

- * Make sure everyone has left, or is leaving, the building.
- * Make sure the Fire Department has been called.

Never fight a fire if even one of the following is true:

- * The fire is spreading beyond the immediate area where it started, or is already a large fire.
- * The fire could spread to block your escape route.
- * You are untrained in the proper operation of the extinguisher.
- * You are in doubt whether the extinguisher is designed for the type of fire at hand or is large enough to fight the fire.

Fighting a fire with an extinguisher in any one of these cases is reckless. Instead, leave immediately, close off the area, and leave the fire to the Fire Department.

Article is by the Office of Environmental Health and Safety, F.I.U.