

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.

November 1990
Vol. 14, No. 10

IMPORTANT NOTICE FOR ALL FIU EMPLOYEES - STATE GROUP HEALTH SELF-INSURANCE PLAN, HMO'S, OR WORKERS' COMPENSATION?

Workers' Compensation is an insurance plan, paid in full by the State, that provides coverage from your very first day of employment. If you get hurt or become sick because of the conditions of your job, expenses for medically necessary services are covered under Workers' Compensation.

Job-related illnesses or injuries are not covered under the State Group Health Self-Insurance Plan or any of the health maintenance organizations in the State Group Insurance Program. Claims for job-related conditions should not be filed under any of these plans.

If you have a job-related injury or illness you should:

- Promptly report your condition to your supervisor and/or the Office of Personnel-Benefits.
- Use the health care provider selected by the Personnel Office. If you are not satisfied with this provider, ask Personnel to select another.
- Provide receipts for any medical expenses you pay that relate to your Workers' Compensation case.
- Not file claims under the State Group Self-Insured Plan.

For more information on Workers' Compensation, contact FIU's Office of Personnel Relations-Benefits at 348-2530, or the Department of Insurance, Division of Risk Management at SUNCOM 278-3394 or (904) 488-3394.

TUITION FEE WAIVERS - NEW REGISTRATION PROCEDURE FOR EMPLOYEES

Effective for Spring semester, 1991, employees using tuition fee waivers will be permitted to use the 'telephone registration system' on the day designated for their registration.

For further information, please consult your course schedule booklet for Spring, 1991. The course schedule booklet for Spring, 1991 will be available at the Office of Registration and Records on November 14, 1990.

INTERNSHIP PARTICIPATION CERTIFICATE, UNIVERSITY LOGO, USE OF UNIVERSITY SEAL, USE OF BULLETIN BOARDS, BIOHAZARDOUS WASTE DISPOSAL, CHILD LABOR, FINGERPRINTING, ETC.

Many employees often say the University needs rules or policy statements regarding various subjects. Further, they say they are never given enough information about how to carry out different procedures. Hold on! Help is here, and help has been here for years. The help is in the University Policy and Procedure Manual. The manual has been distributed to each vice president, dean, and director, and it is available to all employees.

The manual contains directives on a myriad of subject areas, including the Bookstore, Budget, Campus Safety, Controller, Auxiliary Services, Food Service, Internal Auditing, Payroll, Personnel Relations, Physical Planning, Physical Plant, Purchasing, Mail Room, Library, Loss Control, and other subject areas.

The Office of Internal Management Auditing, Legal Affairs, and the Office of the Vice President for Business and Finance work cooperatively to publish policies and updates to policies in a timely manner. Input used to update the manual is provided by employees and administrators who are responsible for a particular subject, and the input is approved by FIU's Executive Council.

The Divisions of Student Affairs and Academic Affairs also have policy statements regarding some of their programs and services. Contact Student Affairs or Academic Affairs if you cannot find subjects handled by those divisions in the University Policy and Procedure Manual.

IT IS YOUR TERM!

Let's all join efforts to make FIU a safe place to work and study! The State Fire Marshal inspects the entire FIU facilities once a year to verify that we provide a safe environment for our students and staff regarding fire prevention. Afterwards, the Fire Marshal submits a report noting violations of Florida Statutes and/or State Fire Marshal's Rules and Regulations (Title 4A, Florida Admin. Code). FIU's Environmental Health and Safety Department (EH&S) then prepares the Corrective Action Plan indicating correction date and cost for the violations. The Corrective Action Plan is submitted to the Board of Regents. It is considered a priority item under the President's program, and the individual cooperation of every FIU employee is essential to fulfill the goals of the Corrective Action Plan.

Six (6) of the most frequent violations included in the Fire Marshal's recent report are stated below. You can help to correct them. Please review your work area to see if you find any of the six violations; then take the corrective action that is either stated or indicated in each of the 'comments' sections listed below:

1. "Combustible material is stored less than 24 inches from ceiling"
Comment: This means books and/or paper goods placed on shelving close to the ceiling. The restriction is intended to prevent flames, in case of fire, from reaching the ceiling and spreading to other areas. We all have lots of books and many offices are quite small, but somehow, other locations must be found to store papers and books. The top shelf, however, may be used to store non-combustible materials such as ceramic vases or metal objects.
2. "Storage of furniture and file cabinets obstructs exit access and induces a fire hazard"
Comment: All hallways should be free from file cabinets, tables and other furniture. The Fire Marshal has made few exceptions, as in the case of the OE third floor.
3. "Extension cords over six (6) feet in length are being used as permanent wiring"
Comment: Additional outlets may be requested of the Physical Plant Department through a work order.
4. "Furniture blocks exit or fire extinguisher"
Comment: Please move furniture to another location.
5. "Material is stored too close to ceiling sprinkler deflectors"
Comment: A minimum 18" clearance is required to allow correct sprinkling.
6. "Gas cylinders not properly secured" (labs)
Comment: Please secure (tie) all gas cylinders at all times.

The Office of EH&S is counting on assistance, in achieving corrections, from all departments, as every little bit helps. Because so many locations were cited for the violations, the EH&S staff will be most grateful if you call 348-1958 or 348-3574 to advise them of the correction you made to any of the above-mentioned violations. (Violations in your area have been cited already and were included in the Marshal's report; now the EH&S staff needs to know what corrections you made.) The reported corrections, then, will be documented.

Lastly, please notify EH&S of any discharged fire extinguisher or fire alarm problems you may notice.

ENJOY YOUR HOLIDAYS -- VETERANS DAY (NOV.12), THANKSGIVING, AND THE DAY AFTER THANKSGIVING! STAY SAFE AND JOYOUS!!