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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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WERE YOU PHOTOGRAPHED WITH PRESIDENT MAIDIQUE?

Employees located at University Park who participated in the Employee Service Award Ceremony on October 18, 1990, may come by PC 230-C to pick-up the picture made of them shaking hands with President Maidique. Employees, located at North Miami Campus or at Broward, may call Ms. Carolyn Medina at 348-3333 to determine if their picture can be mailed to them.

DATE THAT FLORIDA OBSERVES DR. MARTIN L. KING'S BIRTHDAY

The State of Florida observes Dr. Martin L. King's Birthday on the third Monday of January. The 1991 observance will be on January 21st. Enjoy your holiday!

LIMITED PERIOD FOR ELECTED OFFICIALS TO CLAIM POST-RETIREMENT SERVICE TOWARD CALCULATION OF SECOND BENEFIT

Chapter 90-274, Section 10, Laws of Florida, provides a limited period for current and former elected officials to claim post-retirement service toward the calculation of a second career retirement benefit. Eligible members must claim this service by December 31, 1990. To Claim this service, the elected official must:

- . have retired from the Florida Retirement System (FRS); and
- . have served in an elected position eligible for membership in the Elected State and County Officers' Class (ESCOC) of the FRS; and
- . during the limited period from July 1, 1990 to December 31, 1990, declare their intentions, in writing, to purchase this service; and
- . not have participated in the FRS during the period of post-retirement service. (Prior to July 1990 elected officials could suspend their retirement benefits and have their benefit recalculated to include post-retirement service. They are not eligible to claim this service again.)

The cost for this service is the total employee and employer contributions required by the ESCOC during the period claimed, plus interest. The employer during the period of post-retirement is permitted, but not required, to pay the applicable employer contribution.

If after you retired, you were elected to a position covered under the ESCOC and you wish to claim this post-retirement service, you must notify the Division of Retirement no later than December 31, 1990.

You may address questions, regarding this, to the Division of Retirement by calling Suncom 278-6491 or (904) 448-6491.

FIU WAS SUCCESSFUL IN THE 1990 DAVIS PRODUCTIVITY AWARDS COMPETITION

The work of Mr. Ian Guthrie, his supervisors: Ms. Claudia Yanni and Mr. George Peeples, and higher management of the Office of Information

Resource Management and the Department of University Computer Services have brought greater recognition to FIU. Ian Guthrie, Senior Computer Analyst, was awarded a beautiful plaque and a \$650.00 check for hard work and diligence. Ian implemented the Student Academic Support System (SASS) and Electronic Transcript Transfer (ETT) System which enabled the University to meet the Board of Regents requirements as a Phase One institution a year ahead of schedule. These two systems produce faster and more accurate transcripts. Ian's performance averted a requirement for FIU to reimburse the Board of Regents \$150,000.00, making these funds available for other university operations. He also developed a data movement system which will provide other data processing savings of \$15,000.00.

The Davis Productivity Awards Competition is open annually to all State employees; consequently, each of us is encouraged, now, to begin our quest to be nominated for receipt of an award in 1991.

Again, congratulations to Ian Guthrie, University Computer Services, and Information Resource Management for their performance in 1990.

1990-91 SALARY INCREASES FOR A&P AND USPS EMPLOYEES

- I. A&P EMPLOYEES: Including Executive Service Positions
Effective: January 1, 1991
Discretionary salary increase based on employee's December 31, 1990 salary rate.
Eligibility: Employed on or before September 1, 1990
- II. USPS EMPLOYEES:
 - A. AFSCME AND NON-UNIT EMPLOYEES:
Effective: January 1, 1991
3% Across-the-board increase in base salary; guaranteed minimum of \$600.00 annually.
Eligibility: Employed on or before December 31, 1990
 - B. LAW ENFORCEMENT EMPLOYEES
Effective: July 1, 1990 and again on employee's anniversary date.
Effective July 1, 1990 each step in the salary range increased by \$114.95. One-step increase effective on employee's anniversary date.
Eligibility: Employed on or before June 30, 1990, and a current performance appraisal of at least "achieves performance standards"
 - C. PROFESSIONAL HEALTH CARE EMPLOYEES
Effective: January 1, 1991
7.7% increase in employee's base salary.
Eligibility: Employed on or before December 31, 1990 and a current performance appraisal of at least "achieves performance standards"
- III. Part-time employees shall receive proportional salary increases, as described above, according to their respective category of employment.

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.

HAVE A SAFE AND JOYOUS HOLIDAY SEASON!

Christmas Day - Tuesday, December 25, 1990

New Year's Day - Tuesday, January 1, 1991.