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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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WORKSHOPS AND 1990 CENSUS DATA AVAILABLE TO PROFESSORS AND ADMINISTRATORS.

The Census Awareness and Products Program (CAPP) staff is available to conduct workshops throughout Florida. The workshops provide an understanding of census geography, accessing 1990 Census data and other data products, and include exercises designed to give the data user experience in working with census data. Sessions can be tailored to meet the needs of professors/researchers, librarians, planners, local governments, sales and marketing professionals, and the media. The sessions normally last from 2 hours to a full day, and there is no charge.

Workshops will be scheduled and advertised when enough people in a geographic area express interest. Workshops offered include:

- * Public Law 94-171 (redistricting data as to Hispanics' origin and race of people above 18 years old)
- * 1990 Census products and concepts, geography and services
- * 1987 Economic censuses and related data products
- * Census Bureau statistical resources for librarians
- * Marketing applications of census data
- * Census data for local governments
- * How the media can use census data

If you are interested in attending a workshop, please contact the CAPP office at (404) 347-2274 (Atlanta) or in Miami, call (305) 285-9325:

Ramon P. Dorrbecker, Census Community Awareness Specialist. (Note: The telephone in Miami is frequently busy, so it is easier to get through to Atlanta.)

Further, if you wish to get on CAPP's mailing list for census data products, and workshop announcements, send by April 5, 1991, your name, title, organization, street address of organization, and daytime phone including area code to:

Bureau of the Census
Regional Census Center, Third Floor
1375 Peachtree Street, N.E.
Atlanta, Georgia 30309-9899.

FLEXIBLE BENEFITS REIMBURSEMENT ACCOUNT PARTICIPATION: A REMINDER

As a participant in the Flexible Benefits Reimbursement Plan, you will generally save twenty-two cents or more in taxes for every dollar that goes into your account(s).

Deposits into a Medical Reimbursement Account are identified on your paycheck stub with a payroll code 042; Dependent Day-Care Account deposits with code 043. Please make sure your deposits are being allocated to the proper account.

If claim forms are needed, contact FIU's Personnel Office or the Flexible Benefits Section (Tallahassee).

Claims may be filed as often as you like, but no checks for less than \$25 will be released until the end of the plan year. However, you should file your claims at least quarterly. Waiting until years' end to file may result in a backlog that delays your reimbursement. Checks will be mailed to the address listed on your W-4 form. If you have an address change, please notify the Personnel Office and complete a new W-4 form to ensure prompt receipt of your checks.

Effective January 1, 1991, your reimbursement of expenses for cosmetic surgery or other similar procedures directed at enhancing appearance is required to be taxed. The law defines cosmetic surgery as any procedure that does not treat an illness or promote the proper function of the body. At last word, the IRS has not commented on how broadly the phrase "cosmetic surgery or other similar procedures" will be interpreted. It could possibly include cosmetic dental work (orthodontics, tooth whitening, etc.). If the procedure is required because of a disfiguring disease, an accident or other trauma, or a congenital deformity, however, it will still qualify for tax-free reimbursement. A statement from your health-care provider that any such procedure is required for one of these reasons must be sent with your claim form and documentation to ensure prompt tax-free reimbursement of these expenses.

Upon Termination of Employment - If you terminate State employment during the Plan Year, you must notify your Personnel Office and complete a Medical Reimbursement Account Termination of Employment Form (Form FB-4) when you give notice of terminating employment. Prompt completion of the form will allow Personnel to explain to you the benefits and alternative ways of keeping your account open VS. closing it.

If you have questions on the information above or any other aspect of the Florida Flexible Benefits Plan, please call the Benefit Programs Section at (904) 922-6137, Suncom 292-6137. For questions on specific reimbursement account claims, call the Flexible Benefits Section at (904) 488-9413, Suncom 278-9413.

INCREASE IN MINIMUM WAGE

Effective April 1, 1991, the Federal minimum wage increases to \$4.25 per hour. Therefore, the minimum pay will be at least \$4.25 per hour for all OPS employees and students employed under the College Work Study Program. There is no need for departments to perform additional paperwork for this increase; however, the increase is important to consider when projecting your salary expenses.

A DIFFERENCE IN THE "PERSONNEL TOUCH

The change from goldenrod to white paper is due to the higher resale value of white paper, according to FIU's Solid Waste Management Committee. The change is also Personnel Relations' way of demonstrating support for FIU's waste management program. Let us, all, support it.

REASSIGNMENT FORMS

USPS employees whose present position is covered by the BOR/AFSCME Contracts or the BOR/PBA Agreement may complete a Request for Reassignment Form, in order to be considered for USPS position vacancies covered by the respective bargaining unit.

A Request for Reassignment may be filed at any time, however, a request submitted after the first day of the month shall not be considered for vacancies which occur during that month.

The 1991 Orientation Programs for New Personnel

You may find yourself being filmed, in the next few weeks, for inclusion of the new VIDEO Production that replaces the Slide Production heretofore used in the Orientation Program. (Be Alert!) Also, new representatives for 1991 have been selected as part of FIU's Orientation Program for New Personnel. They will be announced, soon.

WALK FOR YOUR HEALTH, RECREATION, AND A GREAT CAUSE!

The 1991 March of Dimes' Walk-a-thon is scheduled for Saturday, April 6, 1991. All faculty, staff and students are welcome. Registration and the Walk will be at the Peacock Park in Coconut Grove on that day at 8:00 a.m. It is suggested that walkers take the Metrorail; buses will be available to and from the Metrorail. Please call Marilu Gonzalez at 348-3504 to get registration forms.