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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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HEALTH INSURANCE COVERAGE FOR AN ELIGIBLE, DEPENDENT CHILD MAY STOP AT AGE 19, OR MAY CONTINUE TO AGE 23 OR HIGHER

Employees are permitted, under family coverage, to provide health insurance for eligible, dependent children. "Eligible, dependent children mean the employee's own children, legally adopted children, children legally placed in the employee's home for the purpose of adoption, stepchildren for whom the employee is financially responsible, or any other children for whom the employee has established legal guardianship."

Dependent children are eligible for health insurance coverage as follows:

- from their date of birth, provided the insured has family coverage at the time the child is born, to the end of the month in which their 19th birthday occurs;
- from their 19th birthday to the end of the month in which their 23rd birthday occurs, if they are enrolled in and regularly attend, on a full-time basis, any school, college or university which provides training or educational activities and which is certified or licensed by a state or foreign country.
"Full-time basis" means the number of hours required by the school, college or university to qualify an eligible child as a full-time student. In no case will an eligible child be considered attending on a full-time basis unless such child is currently enrolled and attending, or has during the previous 12-month period, attended as a full-time student, 2 semesters, 3 quarters or 8 months at such institution.
- If the dependents graduate prior to their 23rd birthday, coverage will cease at the end of the month in which they graduate.
- If the dependent is determined to be mentally or physically handicapped, coverage can be continued provided he/she is determined to be non self-supporting and a dependent of the employee.

OPS EMPLOYEES TO BE SUBJECTED TO FICA TAX

Starting with the pay check of 7/12/91, all employees paid from OPS funds (with the exception of students who are enrolled and regularly attend classes at the University and non-resident aliens with F-1 or J-1 visas under Practical Training) will be subject to the 7.65% contribution rate of the FICA tax. This is the result of the new law, Omnibus Budget Reconciliation Act of 1990, which goes in effect 7/1/91.

FIU'S NEW EMPLOYEES GET THE MOST UP-TO-DATE INFORMATION

The University executives and administrators who share information with new personnel in FIU's Orientation Program for New Personnel during 1991 are listed below. Information is designed to focus new employees regarding career opportunities at FIU, FIU's operations and procedures, and FIU's goals and plans. New employees are extremely fortunate to get such critical information, at the onset, from a corps of such influential "movers"! (Also, longterm employees are welcome to join us for updates.)

Division, or SubjectCampus and Representative

<u>Division, or Subject</u>	<u>Campus and Representative</u>	
North Miami Campus/Budget and Information Resource Mgmt.	University Park Chuck Tinder *Jim Helm	No. Miami Campus Paul D. Gallagher *Lina Monell
Business and Finance	Leonardo Rodriguez *Judy Weech	Brad Biggs *Judy Weech
Academic Affairs	Tom Breslin *Richard Campbell	Linda Simunek *Allan Rosenbaum
University Relations and Dev.	Todd Ellenberg *Mary Ciccarelli	Barbara Gaynor
Student Affairs	Arnetta Davis *John Bonanno	Helen Ellison *Ozzie Ritchey
Public Safety	Richard De Stefani	Richard De Stefani
Environmental Health & Safety	Milagros Gandia	Milagros Gandia
Payroll	Marilyn Ochipa	Marilyn Ochipa
Employee Benefits	Trudy Vega *Maria Alam	Trudy Vega *Maria Alam
Solid Waste Management	Julie DeLeon *Carol C. Bailey	Julie DeLeon *Carol C. Bailey
Telecommunications		Tina Ruiz-Calderon
Training on Personal Computers	Charlyne Walker	

*Alternate Representative.

FIU'S DEPARTMENT OF ENVIRONMENTAL STUDIES SAY YOU CAN ADOPT A TREE

Students and faculty in FIU's Environmental Studies Program are working with Habitat for Humanity of Greater Miami, President Jimmy Carter, and local high school students to build 14 houses and a day-care center with shade trees and landscaping for low-income working people in Liberty City; these building will be built during the Jimmy Carter Work Week, June 16 through June 22, 1991.

The family to receive the house pledges 400 hours of service in the building of their house or the houses for other Habitat families. These families are assisted by volunteers who donate their labor, funds, materials, tools, or services. Over the next 15-20 years, the family pays back the total cost of the house, which is \$35,000, at no interest and no profit. Families are chosen by exhibiting financial need, having inadequate housing, demonstrating the ability to make the house payments, and showing a willingness to contribute the service hours.

Habitat projects are successful and widespread, occurring currently in 420 locations in the U.S.A. and 26 other nations.

Help by adopting a large oak tree (\$100) or a small native tree (\$40). Tree adoption certificates, and additional information can be obtained at the Environmental Studies Office, OE 205, or by calling Dr. Jack Parker of FIU, Environmental Studies, at 348-1930.

DISCOUNT COUPONS

If you are planning a vacation in Florida, remember to stop by either Office of Personnel Relations to pick up discount cards for Florida theme parks (Disney World, Busch Gardens, etc.). From now through July 31, 1991, Busch Gardens is offering a \$6.00 discount off entrance fee, and Adventure Island (Tampa, Florida) is offering a \$3.50 discount.

HAVE A SAFE "MEMORIAL DAY" HOLIDAY (May 27, 1991)