

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.

July, 1991
Vol.15; No.3

SUS TUITION-FREE COURSES PROGRAM

Pursuant to Chapter 91-55, Laws of Florida, which became law on May 3, 1991, otherwise eligible SUS employees are no longer required to complete six months of continuous State government service in order to participate in the Tuition-Free Courses Program. This change is effective IMMEDIATELY.

DEADLINE: 1991 DAVIS PRODUCTIVITY AWARDS

Nominations for the 1991 Davis Productivity Awards are being accepted. Cash is available to winners of these awards, and employees who have had an *Incentive Efficiency Program (IEP) proposal adopted systemwide or by FIU are especially welcome to participate in this competition. Please contact Mrs. Gilda Crocker of Personnel, 348-2079, for more information or for nomination forms. Your completed nominations are due in Personnel (U.P.) by Mon., July 8, 1991. (*FIU's IEP is administered by the Budget Office, Mr. Chuck Tinder.)

RENEWAL OF REQUESTS FOR DUAL EMPLOYMENT AND COMPENSATION

Dual Employment and Compensation Requests (employment with two state agencies/universities) approved through the end of the fiscal year (90-91) will expire as of 6/30/91.

A new request must be submitted to the Personnel Office prior to July 1, 1991 if your dual employment is to continue.

If you have any questions regarding "Dual Employment" or "Outside Employment", please contact Mrs. Silvia Covas at 348-2523.

THE BIG "TURN-OFF"

Unreturned phone calls are the biggest no-no. Because unreturned phone calls are remembered more negatively than any other kind of business behavior, you should always return phone calls as quickly as possible, preferably on the day you receive the message. Even if you don't want to talk to the person, keep in mind that he or she will probably tell people to whom you do want to talk that you ignore phone messages.

GROUP HEALTH INSURANCE COVERAGE FOR A NEWBORN ELIGIBLE DEPENDENT

WARNING: If you have single coverage and are an expectant parent, your child is not covered under your health insurance.

For a child to have coverage at birth, family coverage must be in effect and premiums paid prior to the month of the child's birth or adoption. Otherwise, coverage cannot be effective on the actual date the dependent is born, adopted or otherwise brought under your legal guardianship.

Thus, an employee with individual coverage who is anticipating the birth or adoption of a child is advised to change to family coverage months prior to the dependent's arrival. This will insure that any covered medical expenses incurred by the new child from the date of arrival will be reimbursed by the employee's group health insurance plan, subject only to deductibles and co-payments.

If the employee carries the State of Florida Self Insurance Plan, the pre-existing condition provision will not apply provided family coverage is in effect at the time of birth or adoption. HMO's do not have a "pre-existing condition" clause.

PREPARE NOW FOR OPEN ENROLLMENT

In preparation for this year's Open Enrollment period for health insurance coverage, please verify your check stubs for accurate address information. If a correction needs to be made, please complete a new W-4 card in the Payroll Office, PC 226, or call 348-2191.

CHANGES IN PRESCRIPTION DRUG PROGRAM

If you are covered under the State of Florida Self Insured Plan, lookout for informative material regarding changes in your prescription coverage. Your current prescription card expires on 6/30/91. The new card will be effective 7/1/91, and was mailed around June 15, 1991 to your home address.

THE QUALITY IMPERATIVE, A LIVE INTERACTIVE VIDEO TELECONFERENCE SERIES.

The next, live telecast is "Breakpoint: The Transformation of Leadership", by George Land, Ph.D. You are invited to join us in discovering the new rules and roles of leadership: Thurs., July 25, 1991; 2:45 p.m. - 5:00 p.m.; Room VH163. To reserve attendance, call Shirley Faleiro of Personnel Relations-Training, 348-2534 by July 15, 1991.

BLOOD DRIVE AT UNIVERSITY PARK.

Please attend and donate.

Monday & Tuesday, July 1 and 2, 1991

10:00 a.m. - 7:00 p.m.

Library Bldg., First Floor Lobby, Behind Stairwell

Coordinator: Blanca Riley, Ext. 2821, in Cooperation with the American Red Cross.

"FIU EXECUTIVES, FACULTY AND STAFF CAN REDUCE, REUSE, AND RECYCLE SOLID WASTE ON CAMPUS"

FIU has adopted an innovative program designed to follow both the letter and spirit of Florida's Solid Waste Management Law.

FIU personnel are asked to participate fully in the new Paper Management and Aluminum Can Recycling Programs!

To recycle aluminum, please place aluminum cans only, emptied of contents, in the large blue bins located outside, on the ground floor of each main building.

To recycle paper, look for the large blue bins located inside, on each floor. Paper for recycling includes all white paper, all computer paper, colored paper, carbonless papers and flattened cardboard boxes. Do not recycle glossy paper, Kraft paper, food wrappers or newsprint.

Please reduce and reuse paper waste by making your own scrap paper instead of buying note pads. Always produce two-sided copies and use the smallest size paper that is convenient. Choose white paper instead of colored because it is more valuable and more easily recycled.

Thank you for helping FIU to conserve precious resources.

FIU's Solid Waste Management Committee

FAREWELL TO OUR PERSONNEL DIRECTOR

Gloria B. Carter, Personnel Director for the past eight years, was feted with a Good Bye and Good Luck gathering in the Presidential Suite on May 22, 1991, and was presented a plaque by Vice President Leonardo Rodriguez in recognition for her years of service to FIU.

President Maidique and the University vice presidents expressed words of recognition for her contributions to FIU as she prepares to take on her new role as Personnel Director on July 1, 1991, at Northeastern University in Chicago. A host of faculty and staff also gathered to express best wishes.

Special thanks is extended to Vice President Rodriguez, Associate Vice President Bradley Biggs, Marilu Gonzalez, Total Food Service, and members of the Personnel Relations staff, for spearheading a festive occasion which will be long remembered.

HAVE A HAPPY AND SAFE FOURTH OF JULY!!!