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the Personnel Couch

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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TELECOMMUNICATIONS DEVICE FOR DEAF (TDD) SERVICE

In an effort to improve its level of service, the Division of State Employee's Insurance (DSEI) now offers phone service for deaf members of the State Self-Insurance Plan through a Telecommunication Device for the Deaf (TDD). The TDD Service is operational and may be accessed by calling 1-800-888-3104, about State health insurance matters, between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday. (Disabled student services (UH 340, and SC 260) has a TDD that may be used by employees, in an emergency.)

EMPLOYEE BENEFIT

Are you in the market to purchase another car? Then you should know that F.I.U. employees are entitled to purchase any new or used vehicle at Friendly Ford's for only 3% over invoice on new vehicles and only \$200 over cost on used vehicles. Proof of employment at FIU must be shown. There is no deadline, to date, for this offer. For more information, contact Friendly Ford.

TELEPHONE #'s TO CALL IN PERSONNEL

In order to serve the University community better, the Office of Personnel Relations is asking your help regarding telephone calls made to our office.

The following list describes the various personnel functions and the individuals who can assist you. By calling the individual or the area of Personnel needed directly, you will alleviate the amount of incoming telephone calls received through our main telephone numbers, and save time by not having the call transferred from one section of our office to another.

OFFICE OF THE DIRECTOR

Steve Belcher, Associate Director, and Interim Dir. of Personnel Direction for all sections of Personnel. Sick leave pool. Grievances. 348-2183

Gilda Crocker, Coordinator, Personnel Relations Special Projects (Meritorious Service Awards, Davis Productivity Awards, etc.). Employee Assistance Information. Employee/Labor Relations. 348-2079

Lorraine Rendall, Senior Secretary of Dir. of Personnel Tuition fee waivers. Leave of absence approval letter. 348-2183

BENEFITS SECTION

Maria Alam, Benefits Manager Retirement. Leave of absence payment schedule. Intermittent leave. Benefit programs open enrollments. Faculty summer insurances. 348-3627

Clara Martinez, Personnel Representative Workers' compensation. Insurance sign-on. Personal information and dependent updates. Discount coupons. 348-3515

Trudy Vega, Personnel Representative 348-2530
Benefits/insurance sign-on. Verification of insurances. Personal information and dependent updates. Retirement audit requests.

CLASSIFICATION SECTION

Maria Mazorra, Senior Personnel Representative 348-2519
Department's contact for A&P contracts and budget transfers. Classifications/reclassifications. Organizational charts. Salary ranges. Position descriptions. Cyclical audits.

EMPLOYMENT MANAGER

Tahlia McClain, Employment Manager 348-3273
Recruitment for A&P and USPS positions. Advanced appointment rate. Vacancy announcements. Promotions and reassignments. Exit interviews.

Julia Rodriguez, Personnel Representative 348-2457
Recruitment for USPS and OPS positions. Employment applications. Typing tests.

Berta Vidal, Sr. Word Processing Operator 348-2661

Peggy Turner, Receptionist 348-2181
Information on recruitment. Employment applications.

RECORDS SECTION

Grace Fernandez, Records Manager 348-2525
Employee records. Payroll/Personnel data system. Pay and salary information, performance appraisals, records processing, outside employment, perquisites, moving expenses, unemployment compensation

Silvia Covas, Personnel Representative 348-2523
Sign-on (FAC, A&P, USPS). Records processing. Employee I.D. cards. Dual employment. I-9 & foreign employment information/authorization. Process of final contracts for adjuncts and graduate assistants.

Marta Perez, Personnel Representative 348-3458
Sign-on (OPS, CWS). Records processing. Verifications of employment. Control of maximum hours for non-student OPS employees.

TRAINING SECTION

Gene Pugh, Training Manager 348-2576
New employee orientation. University training programs. "Personnel Touch" Newsletter. Adult Basic Education and ESOL Training for Employees of the Operational Services Unit of AFSCME. Focus group for the Quality Imperative Teleconference Series. Committee for FIU's Blood Donation Program.

Shirley Faleiro, Training Assistant 348-2534
Assistance for all training activities and programs

NORTH MIAMI CAMPUS

EMPLOYMENT SECTION

Kathy Horton, Employment Manager 940-5546
Recruitment for A&P, USPS and OPS positions. Typing tests. Vacancy announcements. Advanced appointment rate. Exit interviews. Overview of benefits during sign-on.

Betty Wright, Personnel Representative 940-5545
Recruitment for OPS. Overview of benefits during sign-on. Discount coupons. Workers' compensation injury reports. Employment applications.