

# 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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## OPS EMPLOYMENT PROCEDURE CHANGE

Effective immediately, departments must route only College Work-Study (CWS) Forms through the Financial Aid Office. A Personnel Action Form is required for all other OPS actions that do not require an employment contract.

If you have any questions about this procedural change, please call Personnel Records (UP), at 348-3458; or the Personnel Office (NMC), 940-5545.

## FIRE ALARM PROCEDURE

When fire alarms are activated, please call the Department of Public Safety to inform them at 348-3911 or 348-2626. DO NOT call the outside emergency number (911). If there is a fire, please indicate so by stating the exact location.

The fire alarms of all major buildings are in the process of being connected to the Department of Public Safety. The project is expected to be completed by the end of September 1991.

Public Safety will respond to the alarm within one or two minutes. If a real fire exists (not a false alarm), Public Safety will call the Fire Department. If a person calls the Fire Department directly, and it is a false alarm, FIU will get a \$250 fine for each false alarm. (Submitted by: FIU's Department of Environmental Health & Safety)

## RATE INCREASE FOR SUS LTD PLAN (Long Term Disability Plan)

Due to higher than usual claims during the first two years of the SUS LTD Plan, there will be a rate increase of \$.15 per \$100.00 of covered salary. The rate will increase from \$.44 per \$100.00 to \$.59 per \$100.00 of coverage effective October 1, 1991 (i.e., the first paycheck in October). This rate adjustment should meet the plan's needs in the foreseeable future.

The Gabor Agency already sent notification of this increase to participating employees during August 1991. If you have any questions regarding this matter, please call the Gabor Agency at 1-800-330-6115.

## ATTENTION ALL EMPLOYEES...

There will be an Open Forum with the Dade Delegation and the FIU community on Tuesday, October 1, 1991 from 11:30 a.m. until 1:00 p.m. in UH 150. The forum presents you an opportunity to meet with the legislators who represent you in Tallahassee. A question and answer session is scheduled. Please join us!

## NEW EMPLOYEE ORIENTATION PROGRAM

FIU's New Employee Orientation Program (NEOP) introduces, to new employees, the philosophy of FIU executives, key rules, procedures, and programs. Such information serves to accelerate one's adjustment to the University. (Long term employees also can attend to obtain valuable updates on current and future University plans and programs.)

Join us at the next program:

North Miami Campus  
Wednesday, September 4, 1991  
8:30 a.m. - 12:15 p.m.  
LIB 319

University Park Campus  
August 30, 1991 is rescheduled for:  
Friday, September 6, 1991  
8:30 a.m. - 12:15 p.m.  
PC 521

## RETIREMENT AND HEALTH INSURANCE

CONTINUATION OF HEALTH INSURANCE: As a State of Florida Employee, you are given the opportunity to continue participation in the State Group Health Insurance Plan when you retire. An application for continuation in the plan must be made prior to your retirement date but no later than 31 days from your retirement date. The insurance premiums will be based upon your present coverage (single or family) and whether Medicare is in effect for any covered family member. Special rules apply to surviving spouses: they may retain insurance coverage until they remarry; upon remarriage, they must contact the Division of State Employees' Insurance Retiree Services.

MEDICARE: If you are receiving Social Security benefits when you reach age 65, Medicare automatically begins. If you are not receiving Social Security benefits, an application must be made 90 days prior to your 65th birthday for Medicare coverage to begin in the month you turn 65.

HEALTH INSURANCE SUBSIDY: After you retire and your name has been added to the retiree payroll, you will be eligible to apply for a health insurance subsidy. This subsidy will defray the cost of the State Group Health Insurance. Currently, the subsidy is \$3.00 per month for each year of service credit, with a minimum of \$30.00 and a maximum of \$90.00. The subsidy will be added to your retirement benefit check. A subsidy application must be completed in order to participate in the subsidy plan.

## BLOOD DRIVE AT UNIVERSITY PARK

The American Red Cross Blood Service will conduct a Blood Drive at University Park as follows:

Mon., Sept. 23, 1991	Tues., Sept. 24, 1991
9:00 a.m. to 6:00 p.m.	10:00 a.m. to 7:00 p.m.
Library, 1st Floor	Library, 1st Floor

Please refer any question about this drive to the Drive Coordinator, Ms. Mayra Nemeth, FIU Library. PLEASE GIVE BLOOD!

## LIBRARY CARD DRIVE

FIU conducted a drive with Miami(Metro)-Dade Public Library System to ensure opportunity for all FIU employees to receive a public library card. If you did not receive a registration form and would like a public library card, contact Gilda Crocker in Personnel, 348-2079.

## CREDIT UNION OFFERS NO FEE, 15% MASTERCARD

Credit Union members can get a MasterCard with three features: (1) there is no annual fee; (2) this is for every year, not just the first; and (3) there is a 30 day grace period so the card can be paid off each month without incurring an interest charge.

Credit Union membership is available to all permanent employees. For more information, please visit or call the University Park Credit Union at PC 106 (348-2499); or North Miami at ACI 141 (940-5582).

## DISCOUNT AT UNIVERSAL STUDIOS FLORIDA (ORLANDO)

Now during FAN CLUB Florida Resident Days you can benefit by saving more on studio passes than at other times of the year!!! From now through September 30th, 1991, all FIU employees presenting their Florida FAN CLUB card at the front gate will receive an extra dollar off the already discounted Florida Resident rates. The specially reduced prices during this time is \$21.00 plus tax for adults and \$16.00 plus tax for children. This represents savings of over 30% off the regular admission rate of \$31.00 plus tax for adults and \$25.00 plus tax for children.

In addition to the discount on admission, you can save 20% off Studio Merchandise (\$25.00 minimum purchase required).

If you need FAN CLUB Cards, they are available in the department of Personnel Relations at either UP or NMC.

HAVE AN ENJOYABLE AND SAFE "LABOR DAY" HOLIDAY!!!