

# 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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## COMPUTER TRAINING

University Computer Services, at University Park, provides training for the following programs: dBASE III+, DOS, PC Hardware, Lotus 2.2, and WordPerfect 5.1. Training is conducted in a "Hands on" fashion, enabling participants to perform each function as it is taught. Each session is designed for a small group so that personal attention is given to each participant. The classes are available to any person employed by Florida International University. To register for training, contact Mrs. Charlyne Walker at extension 2211. Remember, if you register, please make every effort to attend class or call and cancel in advance. When you register and do not show up, you are preventing someone else from attending class.

## POLICY REGARDING DEGREE WAIVERS FOR "GRANDFATHERED" A&P EMPLOYEES

Certain University Support Personnel System (USPS) employees without bachelor's degrees were reclassified into the Administrative and Professional (A&P) pay plan during the restructure project in March, 1990. The A&P pay plan's base qualification is a college degree; therefore, these employees were "grandfathered" into the plan to waive this criterion.

Now, what if these employees wish to move or promote within the A&P pay plan?

A non-degreed person who was "grandfathered" into an A&P position may apply for a position in the same title in the A&P pay plan--even if it has a different pay grade--without requesting a degree waiver from the Board of Regents Office in Tallahassee. However, for all other titles within the A&P pay plan, hiring authorities must request degree waivers in order to consider these employees.

Because the degree waiver process is not concerned with pay grades, the "grandfathered" employee's position may be reclassified to a higher or different pay grade without requesting a degree waiver.

## OPPORTUNITY TO DONATE BLOOD

The American Red Cross will conduct a blood drive at North Miami Campus as follows:

Tuesday, November 12, 1991  
10:30 a.m. to 3:00 p.m. in SC 245, and from  
4:00 p.m. to 8:00 p.m. in Bay Vista Housing, Commons Room.

For more information, contact Mr. Paul Franzese, FIU's coordinator for the drive, at 940-5800 or 940-5804.

## ORIENTATION FOR NEW PERSONNEL

North Miami Campus  
Wednesday, November 13, 1991  
8:30 a.m. - 12:15 p.m.  
Room: LIB 319

For reservation, call Shirley Faleiro at 348-2534.

## VOLUNTEERS NEEDED FOR COMMENCEMENT CEREMONY

Volunteers are needed to serve as ushers for the Fall Commencement Ceremony. Commencement is an important and special occasion for our students. Ushers play

a major role of directing, assisting and escorting students, faculty, family members and other guests of the University.

Commencement for Summer and Fall graduates will be held on campus, December 16, 1991 at 2:00 p.m. in the Golden Panther Arena. If you are available to usher, please contact Jeanne Disney by November 15, 1991 at 348-2866.

#### COMMUNITY LEADERSHIP COURSES

There have been inquiries and requests for approval for agencies to pay registration fees for training courses offered by various chambers of commerce throughout the State. These courses are usually entitled "Leadership (city)." Their purpose is to improve the effectiveness of leadership in the city or area by:

1. identifying and selecting current and potential leaders from diverse backgrounds;
2. exposing the participants to social, economic, and political issues facing the city or area in order to stimulate their interest in seeking leadership positions within the community;
3. providing participants with factual information about the city or area; and
4. building and maintaining networks of community leaders who know and respect each other.

These objectives don't appear to fall within the responsibilities of State agencies. Therefore, payment by a State agency for an employee to attend such a course [do not appear to] be a proper expenditure of State funds.

Any agency wishing to send an employee to a community leadership course should request prior approval from the Office of the Comptroller, Bureau of Auditing. These requests will be considered on a case-by-case basis. Each request should indicate the specific statutory authority for the agency to send employees to the classes or cite the specific statutory duty or responsibility which necessitates the agency sending an employee to such a class. Excerpted from Comptroller's Memorandum No. 03 (1991-1992).

#### CITIZENS AGAINST CRIME

The USPS Senate is sponsoring a one hour seminar on Personal Crime Prevention and Survival. The presentation will be given by the Citizens Against Crime, and is geared to benefit both women and men. Everyone is invited to attend and participate on December 4, 1991 at 11:00 a.m. in ECS 141. RSVP by Friday, November 29 to Betty Gajate, 348-2532. Light refreshments will be served following the presentation.

#### AMERICAN RED CROSS HEALTH AND SAFETY COURSES

FIU Public Safety Crime Prevention and Education Division is offering three Red Cross health and safety courses:

- Standard First Aid - Receive certification in both First Aid and Adult CPR; eight (8) hours; \$25 fee.
- Adult CPR - Learn how to maintain the life of an adult having cardiac arrest. Four (4) hours; \$20 fee.
- Child and Infant CPR - Learn injury prevention and how to administer CPR to children and infants; seven (7) hours; \$24 fee.

Each class is limited to six people and will be scheduled (dates, times and locations) when a sufficient number of people has signed up. For more information, please call Corporal Richard DeStefani at 348-2998.

#### MIAMI SEAQUARIUM

The Miami Seaquarium is offering FIU employees and their families (up to 5 family members) a 50% discount on admission into the park. Get your discount coupon from the Personnel Office at University Park or North Miami Campus, and present it with your FIU employee ID at the box office to receive your discount. The Seaquarium opens daily at 9:30 a.m. Offer expires December 15, 1991.

#### DISCOUNT TICKET FOR THE HOME SHOW

FIU employees can pick up discount tickets for the Home Show at University Park or North Miami Personnel Office. This ticket entitles FIU employees to a \$1.00 discount off the regular price of \$6.00 for one adult admission. The Home Show will take place at the Coconut Grove Convention Center, November 8 - 13.

HAVE A SAFE VETERANS DAY HOLIDAY

AND

HAVE A SAFE, ENJOYABLE, AND FESTIVE THANKSGIVING HOLIDAY!!