

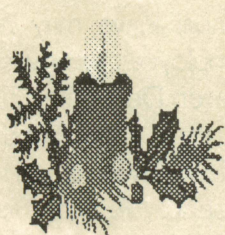
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# The "Personnel" Touch

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An internal communication on Human Resource matters, policies, procedures and benefit information.



*We, the staff of the Office of Human Resources wish all of our FIU family*  
**Happy Holidays**  
*and best wishes for the New Year*

## 1998 A&P AND USPS SALARY INCREASES

The pay grade minima and maxima for A&P and USPS pay plans will be adjusted effective January 1, 1998.

### ANNUAL SALARY INCREASES

The 1997 General Appropriations Act requires an annualized three tier across-the-board increase for all A&P and USPS employees, based on their salary and in proportion to their assigned FTE's.

| <u>Annual Salary</u>         | <u>Increase</u>              |
|------------------------------|------------------------------|
| Less or Equal to \$20,000    | \$1,200                      |
| \$20,001 to \$36,000         | \$1,000                      |
| Greater or Equal to \$36,001 | 2.78% of current rate of pay |

### ELIGIBILITY CRITERIA

A&P employees must have been hired on or before June 30, 1997 to receive a salary increase on January 1, 1998.

USPS employees must have been hired on or before December 31, 1997 to receive a salary increase on January 1, 1998.

Current employees will receive the annual increase calculated on their current rate of pay (including the Competitive Area Differential). If an employee has a current performance appraisal of "Below Performance Standards" in effect on January 1, 1998, the employee will receive the increase if an "Achieves or Exceeds Performance Standards" is attained prior to July 1, 1998. Such delayed increase shall be effective the date of the performance appraisal and shall not be retroactive.

If you have any questions regarding this matter, please contact the Office of Human Resources.



It was great to celebrate together at the Annual Presidential Holiday Affair that was held December 5, 1997 at the Golden Panther Arena. This year's event proved to be a success due to the hard work of our staff, and the generosity of our sponsors who contributed to the many prizes that were raffled during the party.

We want to congratulate the lucky winners, and acknowledge the following sponsors:

- Bell South Mobility*
- Biscayne Bay Marriott*
- Burdines*
- Casa Juancho*
- Don Shula's Hotel & Golf Club*
- Doubletree Grand Hotel*
- Eden Rock Hotel*
- FIU Bookstore*
- Florida Marlins*
- Holiday Beach Hotel/Casino*
- Curacao*
- Hotel Sofitel*
- Hyatt Key West Resort*
- Jungle Queen Riverboat*
- Los Ranchos Restaurant*
- Marriott Key Largo*
- Miami Dolphins*
- Miami City Ballet*
- Micosukee Indian Gaming*
- Newport Beachside, Crown*
- Plaza Resort*
- Saks Fifth Avenue*
- Siam Palace*
- Sonesta Beach Resort, Key*
- Biscayne*
- Sonesta Resort, Curacao*

**STATE OF FLORIDA EMPLOYEE'S GROUP HEALTH  
SELF-INSURED PLAN  
QUESTIONS AND ANSWERS**

**Q.** When will Blue Cross and Blue Shield of Florida (BCBSF) assume duties as Administrator of the State of Florida Employees' Group Health Self-Insurance (PPO) plan and how long will this agreement last?

**A.** BCBSF will assume duties as the administrator of the Self-Insured (PPO) plan effective January 1, 1998 and this agreement will last for a minimum of four years. Claims for services received after January 1st should be sent to BCBSF for processing at Blue Cross and Blue Shield of Florida, Inc., P.O. Box 2896, Jacksonville, FL 32232-2896.

**Q.** When can I begin using BCBSF's network of providers?

**A.** You may begin using BCBSF's providers January 1, 1998. All employees received a BCBSF Provider Directory at home during the month of September 1997. Please verify if your doctor is in the BCBSF network.

**Q.** Will BCBSF's network be the same as before?

**A.** While there are always changes taking place within any network of providers, BCBSF's network has remained relatively stable over the years.

BCBSF's network is operational in all Florida counties and currently consists of:

- 179 hospitals in Florida and 6 hospitals in the border counties of Georgia and Alabama
- 2,872 Primary Care Physicians and Specialists
- 158 Ambulatory Care facilities
- 28 regional Psychiatric and Substance Abuse facilities
- 138 Independent Clinical Laboratory sites
- 139 Kidney Dialysis Centers

Additionally, BCBSF expanded its network to include durable medical equipment suppliers, home health, physical therapists, mental health professionals and Orthotics and Prosthetic suppliers.

**Q.** When will employees who have the State of Florida Employee's Self-Insured Plan receive the new I.D. card from BCBSF?

**A.** All employees should receive the new BCBSF I.D card before January 1, 1998.

**Q.** What number can a hospital or doctor call after January 1, 1998 to verify BCBSF coverage in case someone does not receive a card on time?

**A.** To verify coverage with BCBSF after January 1, 1998 the number to call will be 1-800-825-2583.

**Q.** Will employees receive a new Benefit Document?

**A.** Yes, all employees insured under BCBSF should receive a new Benefit Document before January 1, 1998.

**Q.** Are there any changes in the new contract with BCBSF for employees insured under the Plan?

**A.** Yes, BCBSF has added some benefits to our coverage, including the availability of BCBSF Personal Health Advisor benefits. The Personal Health Advisor gives participants 24 hour access to health care information and assistance. A staff of registered nurses is available round the clock to answer questions and help participants make more informed and appropriate health care decisions. You will be receiving a telephone number to use in case you want to use the Personal Health Advisor benefits. Also, participants will be able to use Blue Cross and Blue Shield participating doctors and hospitals from other states. The participant will have to call the Blue Cross Blue Shield number for the state where services are to be rendered, and will be able to use other BCBS network providers through the Blue Card Access program. All participants should be receiving more information soon.



**ADVANCED  
ANNUAL LEAVE  
DURING THE  
HOLIDAYS**

The designated Christmas and New Year holidays are December 25, 1997 and January 1, 1998. December 24th and December 31st are normal work days.

Advanced annual leave may be granted to employees who wish to be off between December 22, 1997 and January 2, 1998, but do not have sufficient leave accrued to cover their absence. Approval for advancement of annual leave is granted under the following conditions:

1) Advancement of annual leave will be used only to the extent necessary to make normal salary payments during this time.

2) Accurate records of all annual leave credits to be advanced will be kept, and all annual leave earned by affected employees will be credited against the advanced leave until the full amount of the advanced leave is recovered.

3) If an employee is advanced annual leave and terminates employment prior to the full amount of advanced leave being recovered, appropriate action will be taken to deduct the amount of leave from the employee's final salary payment.

Employees wishing to use advanced annual leave during this period should request and record it in the same manner as they normally do when using earned leave. If you have any questions concerning this matter, please contact the Payroll Office at 348-2191.