



FIU

FLORIDA INTERNATIONAL UNIVERSITY

THE Personnel

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The Newsletter of the Office of Human Resources

touch

Privacy & Technology in the Workplace

It is important that all University employees practice responsible and ethical behavior in their use of the University's computer resources. Most computer users act responsibly, but a few who do not, either through ignorance or by intent, have the potential for disrupting others, or become abusers by engaging in unethical use of University equipment for personal reasons.

Within the broad context of free academic discussion and debate, communications between members of the University community are expected to reflect high ethical standards and mutual respect and civility. It makes no difference whether the communications medium is a face-to-face exchange, or via a local or national computer network.



All University communications media are University property, to be used by employees only for business purposes, and it may be accessed by the employer in the ordinary course of business. Under the Florida Public Records Law, information stored in a computer is as much a public record as a written page in a book or a tabulation in a file stored in a filing cabinet, and consequently, open to inspection, unless exempted by law.

All e-mail, whether received or sent, is public information and is subject to scrutiny. Deletion is misleading; never send or keep anything that you would mind seeing on the evening news.

The use of University computer resources and/or facilities for commercial or private purposes, including any use of e-mail or Internet, which is not work-related is a violation of the University's computing policies, and subject to disciplinary action.

For more information on this subject, please refer to Florida International University Code of Computing Practice, published by the Department of Information Resource Management, which you may access at www.fiu.edu/orgs/irm/pubs/yl/c/compethics.html

Do you want to enhance your management skills?

The Department of Training & Development is launching its first SUPERVISORY TRAINING PROGRAM aimed at both the new manager and the seasoned supervisor. The program consists of seven modules such as, Becoming an Effective Leader/Manager, Communicating & Listening, Motivating & Coaching, Conflict Resolution, Violence in the Workplace,

Performance Management, and Customer Service. The courses are scheduled to run from April through June from 9am to 12:30pm approximately every other week.

Don't miss this opportunity to enhance your skills and become the kind of Manager you know you can be. To enroll, contact T&D at training@fiu.edu.



Human Resources in the 21st Century

DIRECTOR'S CORNER



VAL BERRY

“Notable trends and challenges include the prevention of income inequality, and remaining ever vigilant to guard against all forms of discrimination and intolerance.”

The Society of Human Resource Management (SHRM) publishes a quarterly workforce outlook on trends in human resource management. I have used their most recent publication as a model to apply to our workplace. I'd like to share my thoughts with you as I reflect upon our workplace challenges.

According to the SHRM, “pivotal changes in the external environment promise to significantly affect the world of human resource management. Globalization, technology and demographic shifts will change how and with whom business is conducted.” A number of emerging trends will directly affect our workplace over the next decade, and I believe for the better.

Trends in the economic environment that bear watching include the globalization of U.S. companies, direct foreign investment in and by the U.S., both of which hold promise for our local economy and the university. Also notable will be the erosion of geographic barriers to labor supply and presumably a more rational, less xenophobic government approach to immigration will emerge. Increased pressure to develop global labor standards (as we recently saw in protests against the World Trade Organization in Seattle) will ultimately lead to change that will enrich the quality of life for all workers.

Technology is developing at such a rapid pace that it is difficult to predict specific technological advances (and if I had even an inkling I would not be in the human resources business). Yet it will be critical that all of us understand the power that technology has to transform the workplace. Do you remember the '70's when calculators were as big as today's desktops, and desktops

didn't exist at all? We must embrace technology! We lag well behind our competitors in the development of technologically driven, and paperless administrative processes. If we do not improve over the next decade our lack of progress will erode the greatness of this developing institution. We are too slow to react because we are drowning in paper processes that keep us from getting work done.

Emerging and developing employment trends are much clearer to me. I believe our greatest challenge will be the establishment of benefits for contingent (adjunct & OPS) workers. Followed closely by growth in highly paid professional occupations that will greatly strain our resources as we strive to compete in a tough employment market. Other notable trends and challenges include establishing telecommuting policies both for staff and students; the establishment of domestic partnership benefits and gay rights; the prevention of income inequality; remaining ever vigilant to guard against all forms of discrimination and intolerance; and coping with challenges to long standing affirmative action standards that exist to correct ongoing and lingering workplace discrimination in our society. Finally, the rising cost of health care must be addressed.

The workplace has changed dramatically over the last decade, but goodness, there is still so much to be done! The future is bright and I believe the University is an employer of choice because of our commitment to people, a trend that will not change.

VAL BERRY is Assistant Vice President for Business & Finance and Director of Human Resources

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Workers' Compensation—lost time and wages

You may be eligible for wages while you are out of work as a result of a work-related injury for more than 7 days.

- The first 40 hours of missed work will be paid under disability leave (administrative) and may be used intermittently.
- Beyond the first 40 hours, two-thirds (2/3) of your wages are paid by the State Workers' Compensation Program while the remaining one-third (1/3) may be paid by using your accrued sick or annual leave, whichever you wish to designate.
- OPS employees DO NOT receive disability leave or payments unless they have been medically disabled for a minimum of 21 days.
- Eligibility begins on the eighth day of partial or total disability:
 - When an approved doctor has certified you are unable to return to work, or
 - When you are certified to return to work, but your supervisor is unable to accommodate your work restrictions.
- Documentation from an **approved** medical facility must be submitted to substantiate your inability to return to work as a result of the injury.
- The injured employee is responsible to keep their supervisor AND the Office of Human Resources informed of their current work status.
- Medical documentation concerning the employee's work status should be provided to the Office of Human Resources.



For questions concerning Workers' Compensation, please call the Office of Human Resources at (305)348-3273.

April 27th-Take Our Children to Work Day



Thursday, April 27th is proclaimed as "Take Our Children to Work Day." This event is intended as an educational experience for children ages 9-15. Departments and individual employees wishing to participate in this event should make every effort to develop structured activities that would accomplish the primary goals of the initiative: to introduce children to the workplace and learn firsthand the exciting range of career options.

It is the responsibility of individual supervisors to determine whether participation in individual units is appropriate and the length of time of the interaction. Special care should be taken to provide for the safety of children in the workplace.

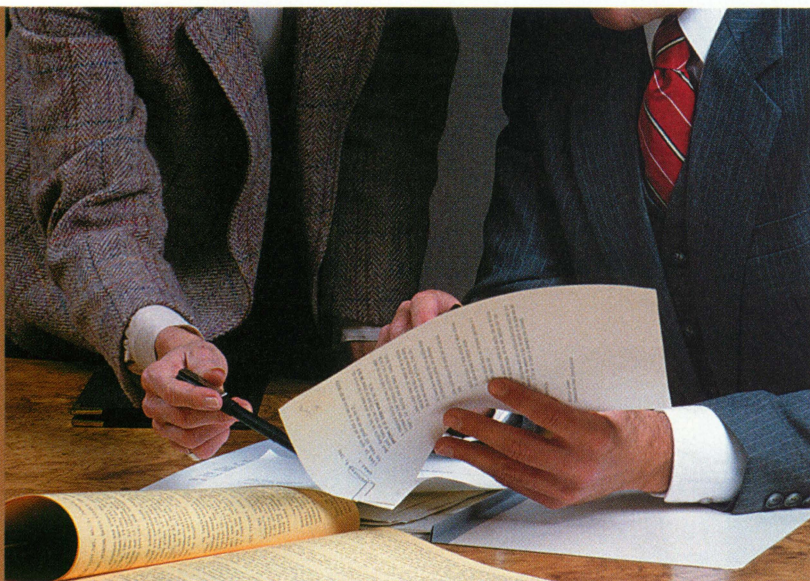
Should you have any questions, please contact Grace Ulla, Assistant Director, Employee Relations at FIU-2525.



Thanks! From all of us.

The Office of Human Resources would like to thank all of those individuals who joined us at the Presidential Holiday Affair this past December. We shared an afternoon full of great food, nice prizes, and plenty of dancing. Many thanks to the Golden Panther Arena and Facilities Maintenance staff for all their assistance in making this event a success.

Pre-Employment Screening of Applicants



The Office of Human Resources strives to attract a qualified and diverse workforce ensuring that applicants meet the highest standards of competency. Once the hiring unit makes a selection, the applicant is subject to a screening process that looks closely at the information provided in the application to verify employment history and check for any gaps in employment. In addition to employment history, our office verifies driver's licenses and conducts background investigations, where appropriate. Hiring departments should inform candidates that receipt of satisfactory employment verification is a prerequisite to employment. **It is very important to remember not to make an offer of employment until the pre-employment screening process is completed and the hiring official has been notified by the Office of Human Resources.**

Holiday Schedule for the Year 2000

The following are remaining holidays for the year 2000.

MEMORIAL DAY _____
Monday, May 29th

INDEPENDENCE DAY _____
Tuesday, July 4th

LABOR DAY _____
Monday, September 4th

VETERAN'S DAY _____
Friday, November 10th

THANKSGIVING _____
Thursday, November 23rd
Friday, November 24th

CHRISTMAS DAY _____
Monday, December 25



Leave Reminder

As of 12/31/99, all annual leave hours above 240 for USPS and 352 for A&P and 12 month Faculty and 480 for Executive Service were automatically transferred to your sick leave balance. Should you have any questions, contact the Payroll Office at (305) 348-2191.