

March 22, 2019

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## Last Day to Nominate Your Students for Student Employee of the Year!



It's that time of year! FIU is celebrating its 10<sup>th</sup> annual Student Employee of the Year "SEOTY" Celebration during Student Employment Week from Monday, April 8<sup>th</sup> – Friday, April 12<sup>th</sup>.

Deadline for nominations is TODAY, Friday, March 22<sup>nd</sup>, 11:59 p.m. During this celebratory occasion, we will recognize our student employees who best embody the spirit of service excellence, dedication, and academic achievements.

To nominate your stellar student assistants or federal work study students, please [click here](#). Don't delay! Show your student employees how much they are appreciated!

Questions? Contact Talent Acquisition and Management at (305) 348-3206, or (305) 348-2500.

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**THE CHRONICLE**  
2018 **GREAT COLLEGES TO WORK FOR.**  
**HONOR ROLL** ◆

**FIU**

The Chronicle of Higher Education's  
Great Colleges to Work For Survey

Now - April 5th

We are on a roll, FIU family! With your help, in just over one week, we have surpassed the national participation rate of 23% for The Chronicle of Higher Education's Grate Colleges to Work For survey. But we still have work to do! Now through April 5<sup>th</sup>, you have an opportunity to help shape the future of our university, while improving your work experience.

A survey invitation was sent out on Saturday, March 16<sup>th</sup> from ModernThink LLC to 600 randomly selected individuals. We encourage you to conduct a search on your Outlook inbox, spam, and/or clutter folders for the following subject line: “Great Colleges to Work For 2019 Faculty/Staff Survey” to ensure you have not missed this important survey reminder.

We encourage you to represent our university and share why FIU is a great place to work! With your help we have been recognized as a “Great College to Work For” with Honor Roll distinction three years in a row – let’s make it happen again!

Questions? Contact Trudy Fernandez, Director, HR Relations at (305) 348-0101, or [tfernand@fiu.edu](mailto:tfernand@fiu.edu).

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Ready for a day full of adventures? Join us Saturday, April 13<sup>th</sup>, as we gather to celebrate your accomplishments at the [2019 FIU Faculty, Staff & Family Spring Picnic](#) at our beautiful Biscayne Bay Campus. You will have the opportunity to enjoy a delicious barbeque lunch, kayaking, waterslides, outdoor games, TRAC (Ropes) Course\*, face painting, beer and wine tastings\*, and more activities to come.

**Admission & RSVP Information:** This is a ticketed event. Tickets are available on a first-come, first-serve basis. Please [click here](#) to RSVP for this fun-filled day.

- Faculty, staff, and retirees will receive a free admission ticket (excludes TRAC, beer tasting and wine tasting seminars).
- Tickets for guests (ages 5 and up) are \$10.00.
- Ticket distribution starts Wednesday, March 27<sup>th</sup> from 10:00 a.m. – 4:00 p.m. in PC-224 at MMC and HL-320 at BBC.

Questions? Contact Trudy Fernandez, Director, HR Relations at (305) 348-0101, or [tfernand@fiu.edu](mailto:tfernand@fiu.edu).

*\*TRAC (Ropes) Course, beer tasting, and wine tasting tickets will be sold separately. Must be 21+ to participate. Space is limited and advanced registration is required.*

*\*\*Due to construction, access to the pool will NOT be available at this year's picnic.*

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## Applications Now Open for the Berta D. Villares Book Scholarship



Applications are now open for the [Berta D. Villares Book Scholarship](#). This scholarship will provide a one-time cash award to an eligible faculty/staff member currently using the FIU tuition waiver to pursue their degree. Applications must be received by 5:00 p.m. on Friday, March 29<sup>th</sup> for consideration. To review the criteria and to apply, please [click here](#).

Questions? Contact the Human Resources Service Center at (305) 348-2181.

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## Employee Benefits – Important Updates and Reminders



### State Employee Adoption Benefits

- State employees and other eligible applicants who adopt a child from Florida's child welfare system will receive a one-time lump sum of \$10,000 for a special-needs child and \$5,000 for a non special-needs child. A qualifying adoptive employee of a charter school or the Florida Virtual School may retroactively apply for the adoption benefit. The employee must meet all eligibility criteria in order to receive the benefit. The Office of Child Welfare will accept applications during the annual open enrollment period, [concluding on the last business day of April](#). For more information, please contact the [Adoption Information Center](#) at 800-96-ADOPT.

### Spring Benefits Walk-In Sessions

- Are you a new employee or have questions about your benefits? Join us at the upcoming Benefits Walk-In Sessions to have all your benefits questions answered. All sessions will take place from 11:00 a.m. – 2:30 p.m. at MMC | PC-411

- Thursday, March 28<sup>th</sup>
- Wednesday, April 10<sup>th</sup>
- Thursday, April 25<sup>th</sup>

## Scavenger Perk Hunt

- [Click here](#) to check out our NEW Scavenger Perk Hunt Challenge and seasonal perks!

Questions? Contact Benefits Administration at (305) 348-2181, or [benefits@fiu.edu](mailto:benefits@fiu.edu).

## Professional Development – Register for this Upcoming Sessions



# Professional Development

Check out our upcoming workshops by logging into the [professional development registration site](#). Then click “Upcoming Training” to see a calendar of upcoming professional development workshops.

- **Benefits Administrations** – Register for Benefits-related workshops today! All workshops below will take place from 12:00 p.m. – 1:30 p.m. in GL-835 at MMC and HL-210 at BBC.
  - DROP Entry (Pension Plan) – Wednesday, March 27<sup>th</sup>
  - Workers Comp/FMLA the Basics – Thursday, March 28<sup>th</sup>

Questions? Contact Benefits Administration at (305) 348-2181, or [benefits@fiu.edu](mailto:benefits@fiu.edu).

- **Office of Employee Assistance** – In observance of National Sleep Awareness Week from Sunday, March 10<sup>th</sup> – Saturday, March 16<sup>th</sup>, we invite you to sign up for these upcoming Mindfulness Meditation Practices. Learn the importance of sleep and the impact it has on individual to best achieve their personal family, and professional goals.
  - Friday, March 29<sup>th</sup>, 12:00 p.m. – 1:00 p.m., MMC | CSC-1123

Questions? Contact the Office of Employee Assistance at (305) 248-2469, or [oea@fiu.edu](mailto:oea@fiu.edu).

- **Service Excellence Workshops** – FIU’s Service Excellence Workshops teach employees about FIU’s philosophy on service excellence, professionalism at work, effective service over the telephone, and much more. Register for these classes today!
  - Thursday, April 4<sup>th</sup>, 9:00 a.m. – 12:00 p.m., MMC | CSC-1144A
  - Wednesday, April 17<sup>th</sup>, 1:00 p.m. – 4:00 p.m., MMC | CSC-1144A

Questions? Contact Talent Acquisition and Management at (305) 348-2181, or [tam@fiu.edu](mailto:tam@fiu.edu).

- **The Leadership Research Colloquium: The Not-So-Simple Story of Ethics, Trust, and Kindness in Leadership** – Do ethical leaders get ahead? Do they get results? Should you really trust someone who says “Just trust me?” Join the Center for Leadership as three globally recognized Florida-based scholars share their research insights on these questions. This event counts as 2 hours of professional development. To RSVP, please [click here](#).

- Tuesday, April 9<sup>th</sup>, 2:00 p.m. – 3:30 p.m., MMC | MARC Earlene and Albert Dotson Pavilion

Questions? Contact the Center for Leadership at (305) 348-3523, or [lead@fiu.edu](mailto:lead@fiu.edu).

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## Updated University Policies



- FIU Travel Health Policy – FIU’s employees travel internationally for the purpose of teaching, research, service, engagement, cultural exchanges, recruitment, and other university business. In support of our employees’ work and to mitigate risk to the individual and the institution, the university provides travel insurance for all approved foreign business travel at no cost to the employees. For more information, please [click here](#).

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## CASE 2019 Enrichment Program



Searching for a fun, adventurous, and exciting camp for kids during the summer? Look no further! The College of Arts, Sciences & Education at MMC is sponsoring two summer camps. Register now for our two 2019 Enrichment Programs.

- **Summer Camp at MMC – June 10<sup>th</sup> – July 19<sup>th</sup>, Ages 5 -13**
  - Entire Session – 6 weeks - \$1,200 (includes two shirts, a bag, lunch, and snacks)
  - Session 1 – 3 weeks - \$705
  - Session 2 – 3 weeks - \$705
  - Weekly - \$250
- **Forensic Sciences/CSI Camp at MMC – July 15<sup>th</sup> – July 19<sup>th</sup>. Ages 13+**
  - \$750 (includes two shirts, bag, lunch and snacks, instruction and materials)

## Did You Know – FIU Policy Timeline



# DID YOU KNOW?

Once policy drafts submitted to the University Compliance and Integrity Office have been reviewed by the policy owner, stake holders, the Office of General Counsel and Faculty Senate, they will be reviewed for 14 days by the appropriate university committee(s). If requested, a presentation related to the policy draft will be conducted at the appropriate committee meeting for clarification and discussion. Once review is complete, the policy is sent to FIU Employee Labor Relations to notify the appropriate union, if necessary. The University Policy is then posted in the FIU Policies and Procedure Library. For more information on the Policy Timeline, please [click here](#).

The online repository of FIU policies and procedures can be found in the FIU Policy and Procedure Library located [here](#), and FIU regulations can be found [here](#). If you have any questions regarding FIU regulations, please contact the Office of General Counsel at (305) 348-2103, or [generalcounsel@fiu.edu](mailto:generalcounsel@fiu.edu).

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*To provide feedback on this newsletter, please contact us at [hradmin@fiu.edu](mailto:hradmin@fiu.edu)*