

March 8, 2019

Follow us for more news and updates



Beginning Monday, March 11th, 600 faculty and staff will be randomly selected to take [The Chronicle of Higher Education's "Great Colleges to Work For"](#) survey. In case you are given the opportunity to participate, we urge you to be on the lookout for the survey invitation.

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.



Save the date and make plans to join us at the 2019 FIU Faculty, Staff, & Family Spring Picnic! By popular demand, we will be hosting this year's spring picnic at our beautiful Biscayne Bay Campus on Saturday, April 13th. To receive updates for this and other events, please [click here](#) and join the mailing list – you'll be the first to know!

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

Nominate Your Students Today for the 2019 Student Employee of the Year Awards



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

Nominations are now open for the culminating event of the week, the 2019 SEOTY Awards Ceremony. During this celebratory occasion, we will recognize our student employees who best embody the spirit of service excellence, dedication, and stellar academic achievements.

To nominate your stellar student assistants or federal work students, please [click here](#). Deadline for nominations is Friday, March 22nd, 11:59 p.m.

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

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 29th for consideration. To review the criteria and to apply, please [click here](#).

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

Tech Day – March 22, 2019, 2:00 p.m.



Do you know of a retiree or senior in the community who may be interested in staying up to date with the latest technology trends and taking their tech savviness to the next level? If so, invite them to join us on Friday, March 22nd, at 2:00 p.m. in PG6-114 for a [Tech Day](#) hosted by the FIU Retiree Association.

To RSVP and register a retiree or senior for this free event, please [click here](#) and complete your reservation by next Friday, March 15th.

Questions? Contact Trudy Fernandez, Director, HR Relations and Director, FIU Retiree Association, at (305) 348-0101 or tfernand@fiu.edu.

Employee Benefits – Important Updates and Reminders



Reminder – Dependent Care Flexible Spending Accounts for Plan Year 2018

- **Deadline to Use Funds** – The grace period to use or incur services for dependent care reimbursement accounts is Friday, March 15th.
- **All Flexible Spending Accounts filing deadline** (use it or lose it) is Monday, April 15th. [Click here](#) for more information.

Reminder – Group Disability Insurance Special Open Enrollment

- The Gabor Agency is offering a special open enrollment period for group disability insurance available until Friday, April 19th. During this enrollment period, group disability insurance is available on a guaranteed issue basis (no medical exam required or health questions asked) to full-time employees of FIU. This insurance is underwritten by Standard Insurance Company and premiums are conveniently deducted through payroll. The disability benefit replaces up to 60% of your income (up to \$15,000/month) should you become disabled. Contact The Gabor Agency at (800) 330-6115 to apply, or [click here](#) for more information.

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.
 - Thursday, March 14th, 11:00 a.m. – 2:30 p.m., MMC | PC-411
 - Thursday, March 28th, 11:00 a.m. – 2:30 p.m., MMC | PC-411

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.

Professional Development – Register for these Upcoming Sessions



Professional Development

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

- **Benefits Administration** – 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.
 - Social Security Benefits – Tuesday, March 12th
 - Ready to Retire in the FRS Pension Plan? – Wednesday, March 13th
 - Retirement Process for ORP – Thursday, March 14th

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

- **Office of Employee Assistance** – In observance of National Sleep Awareness Week from Sunday, March 10th – Saturday, March 16th, we invite you to sign up for these upcoming Mindfulness Meditation Practices. Learn the importance of good sleep health for individuals to best achieve their personal, family, and professional goals.
 - Wednesday, March 20th, 12:00 p.m. – 1:00 p.m., MMC | GL-482
 - Friday, March 29th, 12:00 p.m. – 1:00 p.m., MMC | CSC-1123

Questions? Contact the Office of Employee Assistance at (305) 348-2469, or 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 more more. Register for these classes today!
 - Thursday, March 21st, 1:00 p.m. – 4:00 p.m., MMC | CSC-144A
 - Friday, March 22nd, 1:00 p.m. – 4:00 p.m., BBC | HL-210

Questions? Contact Talent Acquisition and Management at (305) 348-2181.

- **Leadership Lecture: Desmond Howard** – Join the Center for Leadership for the next Leadership Lecture feature Desmond Howard, MVP of Super Bowl XXXI, 1991 Heisman Trophy winner, and current analyst for ESPN College GameDay. This lecture counts as 2 hours of professional development. To RSVP, please [click here](#).
 - Monday, March 18th, 10:00 a.m. – 11:00 a.m., MMC | GC Ballrooms

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

Updated University Policies



- **International Travel Policy for Employees and Students** – FIU’s faculty and staff who travel internationally are urged to inform themselves of legal and institutional requirements as well as safety, health and other risks related to their destinations. [Click here](#) to view the complete policy.
 - **FIU Policy Library** – The FIU Policy Library houses all university level policies. University policies are reviewed by the appropriate committees and authorizing bodies. Final review is conducted by the Dean Advisory Council, Operations Committee, and university president, when appropriate. Once a university policy has been reviewed, it will be published and made publically available in the FIU Policy Library. For more information, please [click here](#).
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Did You Know – FIU Near Miss Reporting Initiative



DID YOU KNOW?

Did you know that a “Near Miss” should be reported at FIU? *Near Misses* are events that did not result in an injury or illness (such as tripping on uneven pavement on the sidewalk, or a high-traffic walk surface that become slippery when it rains, and no one falls). Reporting of *Near Misses* encourages proactivity by facilitating awareness and communication. Reporting also allows individuals to contribute to their own safety and the safety of their peers by being a part of the solution. Doing so gives a voice to the FIU community – students, employees, and visitors – on issues that are not always noticeable, and it encourages the community to engage in proactively finding solutions.

To report a Near Miss, call (305) FIU-SAFE, email safe@fiu.edu, or submit the EH&S online safety report by [clicking here](#).

To provide feedback on this newsletter, please contact us at hadmin@fiu.edu