Employee Handbook

STATE OF MAINE

Bureau of Human Resources
HR Programs Unit
4 State House Station
Augusta, Maine
www.maine.gov/bhr

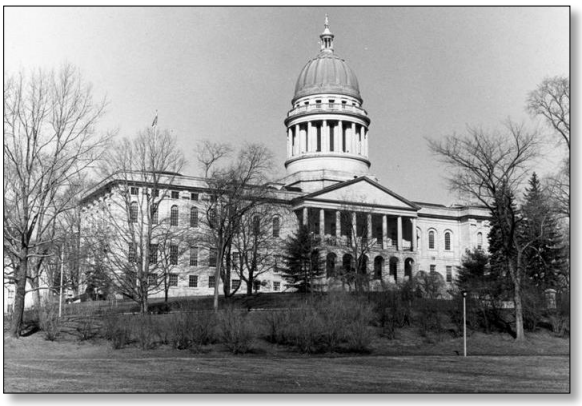
Updated: January 3, 2019

Contents

MAINE STATE GOVERNMENT HISTORICAL OVERVIEW 4
MAINE STATE GOVERNMENT ORGANIZATIONAL SUMMARY 5
SECTION I: STATE & PUBLIC RESPONSIBILITY 6
Confidentiality 6
Conflict of Interest 6
Privacy of Records 6
SECTION II: PAYROLL INFORMATION 8
Maine State Time and Attendance Management System (MS-TAMS) 8
Direct Deposit 8
SECTION III: EMPLOYEE BENEFITS 9
Introduction to Your Benefits 9
Key Enrollment Deadlines 9
Health Insurance – Completed and returned within sixty (60) days of hire 10
Pharmacy Benefit 10
Preferred Hospitals and Primary Care Physicians 10
Dental Insurance 10
Making Changes 10
MainePERS 12
Deferred Compensation 15
Flexible Spending Reimbursement Accounts 15
Blue View Vision 15
SECTION IV: LEAVES 16
Vacation Leave 16
Sick Leave 16
Childbearing and Adoption Leave 16
Family and Medical Leave (FMLA) 17
Bereavement Leave 17
Holidays 17
Jury Duty 17
Military Leave 17
Personal Days 18

Educational Leave 18
Voluntary Employee Incentive Programs 18
SECTION V: HEALTH & SAFETY 19
Emergency Procedures 19
Safety Policies, Rules and Regulations 19
Reporting Accidents, Injuries and Unsafe Conditions 19
Video Display Terminal Training (VDT) 19
Living Resources Program (LRP) 20
Workers' Compensation 21
Workers' Compensation Return to Work Program 21
SECTION VI: COLLECTIVE BARGAINING 22
Collective Bargaining 22
SECTION VII: PERSONNEL POLICIES & PROCEDURES 23
Performance Management System & Performance Appraisal 23
Notification of Absenteeism/Tardiness 24
Travel and Expense Procedure 24
SECTION VIII: CIVIL SERVICE SYSTEM 25
SECTION IX: LEGAL REQUIREMENTS 27
Equal Employment Opportunity/Affirmative Action (EEO/AA) 27
Workplace Harassment 27
Domestic Violence and the Workplace 27
Americans with Disabilities Act 28
Political Activity 28
Seat Belt Rule 28
Smoking Policy 28
Drug-Free Workplace 29

MAINE STATE GOVERNMENT HISTORICAL OVERVIEW



Maine State House- Augusta, ME
Maine Historic Preservation Commission

The present government of the State of Maine was organized in 1820 upon the general political principles of the Commonwealth of Massachusetts.

On March 3, 1820, the Congress of the United States passed an act that completed the separation and declared Maine to be an independent state.

In 1827, after seven years of heated debate, the State legislature agreed to place the government buildings on Weston's Hill in Augusta where they stand today.

Through the passing of the years, the general outlines of the government have remained, although the State has passed through periods of reorganization and expansion to meet the increased demands upon the governing agencies.

The system of government, set up in accordance with the provisions of the Constitution, provides for the protection of individual citizens and minority groups through a continuing cycle of checks and balances.

The Legislature is composed of two houses, the Senate and the House of Representatives, each having a restrictive influence over the other. The Governor, through power given to him by the Constitution, can veto the legislation of the Senate and the House of Representatives; however, it is provided that a two-thirds vote of the elected membership of both houses may enact a law notwithstanding the veto of the Governor.

The Governor and the members of the Legislature are elected by the people. The Governor is elected for a four-year term and the members of the Legislature for two-year terms. The Secretary of State, the Treasurer of the State and the Attorney General are elected by the Legislature for terms of two years. The State Auditor is elected by the Legislature for a term of four years.

The Senate is composed of 35 Senators who choose one of their members to act as President. The House of Representatives, composed of 151 members, chooses a member as Speaker.

The heads of Departments, Commissions and Boards are appointed by the Governor subject to confirmation by the Legislature. The judicial power of the State is vested in the Supreme Judicial Court, the Superior Court, the Probate Court and the District Courts. All Justices and Judges (except Probate Court) are appointed by the Governor and are subject to confirmation by the Legislature.

The Legislature meets every two years and appropriates funds for the operation of State Government. Approximately 45% of the State's activities are financed by the General Fund. Revenues for General Fund appropriations are derived primarily from personal and corporate income taxes, inheritance and estate taxes, cigarette taxes, taxes on public utilities, taxes on insurance companies, net income from lottery sales and sales and use taxes.

Department expenditures are limited to authorized allotment. All departments must submit budgets to the State Budget Office. The Governor-elect, or the Governor, reviews the budget estimates and makes necessary revisions. The resulting budget document is presented by the Governor to the Legislature for final approval.

MAINE STATE GOVERNMENT ORGANIZATIONAL SUMMARY

The Maine State Constitution created our government system with three co-equal branches the Executive, Legislative and Judicial branches. The State of Maine also has three Constitutional Officers: the Secretary of State, the State Treasurer and the State Attorney General and one Statutory Officer the State Auditor.

The Executive Branch

The Executive Branch is responsible for the execution of the laws enacted by the Legislature and is headed by the Governor. The Governor is elected every four years and no individual may serve more than two consecutive terms in this office.

Some Executive Branch agencies/departments include:

Administrative & Financial Services
Agriculture, Conservation & Forestry
Corrections
Defense, Veterans & Emergency Mgmt.
Economic & Community Development
Education
Environmental Protection
Health & Human Services
Inland Fisheries and Wildlife
Labor
Marine Resources
Office of Policy & Management
Professional & Financial Regulation
Public Safety
Transportation

Some Boards and Commissions under the Executive Branch include:

Maine Human Rights Commission
Maine Arts Commission
Maine Commission on Indigent Legal Services
Workers' Compensation Board
Public Utilities Commission
Maine Historical Preservation Commission
State Lottery Commission
Maine Board of Tax Appeals
Maine Labor Relations Board

The Legislative Branch

The Legislative Branch is responsible for making the laws and is made up of the Senate and the House of Representatives. The Senate has 35 members who are elected every two years and the House has 151 members who are also elected every two years.

The Judicial Branch

The Judicial Branch is responsible for interpreting the laws and is headed by the Supreme Judicial Court. All Judicial Officers are appointed by the Governor and serve a term of seven years.

Some Judicial Branch agencies/departments include:

Supreme Judicial Court
Superior Court
District Court
Small Claims Court
Administrative Office of the Courts

Quasi-Governmental Entities:

Finance Authority of Maine
Governor Baxter School for the Deaf
Maine Community College System
Maine Governmental Facilities Authority
Maine Maritime Academy
Maine Military Authority
Maine Municipal Bank
Maine Port Authority
Maine Public Broadcasting Corporation
Maine Public Employees Retirement System
Maine State Housing Authority
Maine Turnpike Authority
University of Maine System

SECTION I: STATE & PUBLIC RESPONSIBILITY

Maine State Government exists to serve its citizens. As a State Employee, you will play a part in serving the public, and the way that you treat the public will greatly influence the public's perception of its State Government. As a public servant, courtesy is one of the most important parts of your job. Think of yourself as an ambassador. Everything you say and do affects how Maine citizens feel about their government.

Always keep in mind that the people you are serving do not always have the same knowledge that you do about a State program or service and very often need to be guided in their dealing with government. Every phone call you receive and every question that you are asked deserves a polite and prompt response. All questions are important, and very often, it is the small things that you do or say that will make people feel good about their government.

Confidentiality

In the course of doing the State's business, the information that you have access to may be protected by confidentiality laws or security factors. Your access to confidential information may never be used for your personal gain or benefit. Further, you should never discuss confidential information with other people except those who are entitled to this information by virtue of their office or position.

If you work with confidential information, your employing department will have particular regulations or expectations for the way you treat this information. Learn these regulations and expectations and follow them carefully.

Conflict of Interest

A fundamental principle of Maine State Government is that State Employees are trustees for all the people. The public demands and deserves to be treated fairly, honestly and with integrity. It is very important, therefore, that you avoid any task, circumstance or outside employment that is in conflict with, or could be viewed to be in conflict with your State job.

The basic State guideline that governs 'conflict of interest' is: You may not ask for or accept any good or service that has a monetary value from any person or business that does business or expects to do business with the State of Maine (advertising items of nominal value such as calendars and pens are not deemed to be gifts).

In addition, your employing department may have particular regulations or expectations that deal with or identify more specific concerns for your State job. As you might imagine, there are many gray areas in dealing with possible conflicts of interest. If you are ever in doubt concerning an activity at work or away from work, you should contact your supervisor or department head for advice.

Privacy of Records

The Civil Service Law protects some information that relates to your employment in State Government. This protected information is confidential and not open to public inspection. Once you are employed by

the State, personal information that is maintained in your individual personnel file (whether at your agency or the Bureau of Human Resources) such as your sex, age, race, home address, telephone number and your individual choices for life and health insurance plan options, payroll deductions and pension coverage is protected.

Other protected information that may be maintained in your personnel file includes: medical information, performance evaluations and personal references that were submitted in confidence, information relating to your credit worthiness and information pertaining to the personal history, general character or conduct of members of your immediate family.

You will always have access to your own protected records and may sign a release form to authorize the release of your confidential records to another named person (e.g., a lawyer or physician).

Under authority of law, the Director of Human Resources may, upon request, authorize the controlled release of protected information when this information needs to be accessed by a department head, the department head's designee or the Office of Employee Relations in order to adequately represent the State as an employer. As an example, the Director of Human Resources may authorize controlled access of confidential records for contract negotiation proceedings, fact-finding proceedings, grievance proceedings and other proceedings in which the State's legal interests are at stake.

Similarly, employee union organizations may be provided controlled access to protected information when these organizations need access to this information to adequately represent their employee members in grievance and other proceedings that are required by contractual agreements and the State's collective bargaining law.

SECTION II: PAYROLL INFORMATION

Maine State Time and Attendance Management System (MS-TAMS)

The MS-TAMS system has been designed to allow you to track your time and provide you with information about your pay and benefits in an easy to read format. Using your assigned MS-TAMS identification number, you can access your information to update and review your earnings at any time. Questions can be directed to your supervisor or your HR representative.

Direct Deposit

The State requires that all employees use Direct Deposit. It is the safest way to get your pay into your financial institution without having to worry about lost, stolen or damaged checks. It is possible to direct one's pay into as many as three different banks and up to four different accounts among those three banks. Two of the accounts can be savings accounts and two can be checking accounts. You can specify either a specific amount or 100 percent of your pay into an account. The amount that may be direct deposited is the amount of net pay due to you after all taxes and deductions have been withheld from your gross pay. If 100 percent is specified for direct deposit into a particular account, all of your net pay will be deposited into that account.

SECTION III: EMPLOYEE BENEFITS

Introduction to Your Benefits

As employees of the State of Maine, you and your dependents are offered health and dental insurance. The State pays a percentage of the premium for most employees. Most State Employees contribute a percentage of their total earnable compensation to the Maine Public Employees Retirement System (MainePERS). The State, on behalf of all State Employees, contributes an additional amount as a percentage of employees' total earnings.

All State Employees are eligible for insurance coverage though the State Group Life Insurance Program and are automatically insured for the amount of applicable coverage unless they refuse this coverage.

Deferred Compensation is a tax deferred, long-term savings plan. This plan is useful as a supplement to retirement. Additional information will be included in your New Employee Orientation packet. Questions should be directed to Employee Health & Benefits or visit the website at www.maine.gov/deh for more information.

Child Care Reimbursement is available as a benefit to some employees. Check with your HR representative or collective bargaining agreement.

To ensure that you are well informed of your benefits and the eligibility criteria, do not hesitate to ask your HR representative or your supervisor. Additional information is directly available through departments or agencies that oversee the specific benefit.

Key Enrollment Deadlines

Please be aware there are key enrollment deadlines that you must meet within the first fourteen days of employment with the State of Maine.

- ✓ All **MainePERS** materials must be completed within the first **fourteen (14)** days of your employment.
- ✓ **Insurance forms** must be completed and returned to EHB within the first **sixty (60) days** of your employment.

Health & Dental Benefits

The following information is a brief explanation about your health and dental insurance benefits available through the State of Maine Health Insurance Program. Please be aware there are several key enrollment deadlines that you must meet within the first fourteen days of employment with the State of Maine.

Health Insurance – Completed and returned within sixty (60) days of hire

The State's health insurance is administered by Anthem. Family contracts are available for husband and wife and domestic partners who work for the state. Contact Employee Health and Benefits for more information at 624-7380.

Annual Deductibles

A summary of various out of pocket expenses you may expect under the State of Maine's Point of Service health plan can be found online; visit www.maine.gov/deh for additional information.

As a new employee, your health and dental insurance becomes effective on the first of the month following the completion of one month of employment, provided that application for enrollment is completed and submitted to Employee Health &Benefits in a timely manner.

Example: Start Date (April 4) = Insurance Start Date (June 1)

Pharmacy Benefit

Benefits are provided for prescription drugs through retail pharmacies and/or mail service. You may obtain prescriptions by utilizing your health insurance I.D. card. For each prescription, there is a tiered co-payment for both brand name and generic drugs.

Preferred Hospitals and Primary Care Physicians

The State of Maine participates in the Maine Health Management Coalition (www.getbettermaine.org/) whose ratings of Maine Hospitals for safety and quality of care lower your costs when seeking services. The current list can be found at www.maine.gov/deh.

Dental Insurance

The State offers dental coverage through Northeast Delta Dental and their network of providers. The State pays the cost for full-time employees, but the cost of dependent premiums is the responsibility of the subscriber. As the periods for enrolling dependents are limited, you should refer to your insurance handbooks for additional information.

If you choose to receive services from an out-of-network dentist, the level of reimbursement, including the calendar year/lifetime maximums will be lower. Visit www.maine.gov/deh for a link to Delta Dental.

Making Changes

Changes can be made to Health and Dental Polices within 60 days of hire, during an annual Open Enrollment period and within 60 days of a "life event." Open enrollment is typically held in May or June for a July 1st effective date. 624-7380

For further information and questions, contact Employee Health and Benefits at 624-7380 or visit www.maine.gov/deh for information links.

Table of Contents

MainePERS

MainePERS was established in 1942 to ensure that certain benefits are available to State employees, teachers, and employees of participating local districts (PLDs) in the State of Maine. In addition to the information provided in your member handbook: *MainePERS Benefits for State Employees* *(http://www.mainepers.org/PDFs/handbooks/State_Booklet_web.pdf)*, the System is always available to assist you with your retirement-related needs. Our Retirement Services State Unit welcomes calls and emails (*http://www.mainepers.org/Contact%20MainePERS/Contact_Us.htm*) from members.

By virtue of being a State employee, you become a member of MainePERS. Staying informed throughout your career will enable you to make the most out of your retirement. MainePERS online, www.mainepers.org, is your best source of information. There you will find your member handbook, explanation of benefit options, frequently asked questions, contact information and more.

Below are a few of the most common questions and answers for State employees regarding retirement. You'll find these Q&As and more on the Active Member FAQ page *(http://www.mainepers.org/FAQs/Active_Members_FAQs.htm)*

How much is my contribution amount?

As a member, you contribute a percentage of your earnings to MainePERS, and these contributions earn interest at a rate set by the MainePERS Board of Trustees. The percentage you contribute depends on which membership category applies to you. State employees covered by the regular plan contribute 7.65% of their gross earnable compensation. For those covered under special retirement plans please refer to the tables beginning on page 22 in the *MainePERS Benefits for State Employees* handbook.

For more information about the following topics, visit www.MainePERS.org , or call 512-3100 or 800-451-9800 and a representative will discuss your case with you. There should never be any surprises at the end of a performance rating period, as managers provide continual feedback, both formally and informally.

Basic Life Insurance and Accidental Death and Dismemberment Coverage

Beneficiaries

Dependent Life Insurance

Disability Benefits

Disabled Dependent Children

Supplemental Insurance

Survivor Benefits

I am thinking about retiring. When should I contact MainePERS?

Call or e-mail MainePERS to request an estimate when you are within 6 to 12 months of your anticipated retirement date. This gives us time to prepare your estimated benefit under each of the eight benefit options. It also gives you (and/or your financial advisor) time to review the information and meet with Retirement Services staff who can explain your options and assist you in completing your retirement paperwork. For an overview of the retirement application process, we recommend you watch the informational video available on our web site and call or e-mail us with your questions.

When can I retire?

In most cases, you can retire:

- At age 60, 62 or 65 (your normal retirement age)
- With at least one (1) year of creditable service immediately before retirement, if you have reached your plan's normal retirement age, or
- At any age, with at least 25 years of creditable service

What are my options if I leave my current employment?

If you are leaving your current employment for employment with an employer that has coverage under MainePERS, call or e-mail MainePERS to discuss how this change may affect your benefit. If you stop working in a MainePERS-covered job, you may apply for a refund, or you may leave your contributions in the System. If you are not vested, MainePERS will refund your account balance to you three years after you terminate, unless you instruct us to leave your funds on account with MainePERS.

What benefit options are available to me when I retire?

When you retire, you can choose to reserve the maximum amount of your benefit for yourself, or take one of several “reduced benefit” payment options. A reduced benefit is a way for your beneficiary to continue receiving a payment after your death. Since it’s not possible for MainePERS to fully understand each member’s unique circumstances, we do not advise members on which option to select.

This is an important one-time decision; please consider each option carefully. The *Choosing a Benefit Payment Option When You Retire* brochure outlines the various benefit options available; however, our staff can help your decision process by explaining each benefit payment option in more detail.

If you leave your contributions in the System and are vested, you can draw a benefit when you reach normal retirement age. Call or e-mail our Retirement Services department to find out your vested status and the normal retirement age for your plan.

How does MainePERS determine the amount of my retirement benefit?

We determine your benefit using the formula specific to your retirement plan. In general, your retirement benefit is based on:

- Average of your three highest years of earnings
- Years of creditable service
- Age at retirement

You can find general information about the benefit calculation formula in in the *MainePERS Benefits for State Employees* handbook.

The information above is intended to give you a general understanding of benefits available to members of Maine Public Employees Retirement System (MainePERS). The contents are not the basis of any rights between MainePERS and any party, nor does it provide all of the detail of the laws and rules that govern MainePERS membership and related rights. There are frequent changes to the statutes and rules relating to MainePERS, and the most recent law may not be reflected in this handbook. Before making a decision relating to your rights and benefits, you should review current law, and consult with MainePERS staff and your own advisers.

Voluntary Benefits

Deferred Compensation

Deferred Compensation (IRS Section 457b) Plans are available to all State Employees. You may enroll at any time to authorize a portion of your salary to be tax deferred into a plan annually. This option is a powerful adjunct to retirement plans, social security and other savings.

You, the employee, work with an approved financial services vendor to determine how to invest your tax deferred funds.

The annual limits are set by the IRS and typically change every January 1st. The current 2014 annual limits are $18,000-$36,000.

For more information about specifics contact any of the local representatives of the financial services organizations found at www.mainesaves457.com. This is not a benefit administered by the State of Maine.

Flexible Spending Reimbursement Accounts

Flexible Spending Reimbursement accounts allow you to have funds deducted pre-tax from your bi-weekly paycheck to pay for either out-of-pocket medical expenses or dependent/elder care expenses. You should plan carefully, for this is a plan governed by IRS rules where you must use what you set aside within the annual time period.

Dependent Care Accounts have a $5,000 annual limit and Medical Spending Accounts have a $2,550 annual limit. For more information, visit Flex-Plan Services, Inc. at, www.flex-plan.com call 1-800-669-3539, or visit www.maine.gov/deh (click the Flexible Spending Accounts link).

Blue View Vision

A voluntary vision plan, Blue View Vision offers savings on frames, lenses or contact lenses with choices of network optometrists, ophthalmologists, opticians and retail providers. You may enroll within 60 days of hire, during the Open Enrollment period held every May/June or within 60 days of a life event.

Visit: http://www.maine.gov/deh or call 1-800-422-4503

SECTION IV: LEAVES

Various types of leaves or approved time away from work are available to State employees. Please see your HR representative, or check the collective bargaining agreement pertaining to your position for more specific information. If you are a part-time employee, your HR representative can advise you regarding applicable pro-rated benefits.

Vacation Leave

Vacation leave is based on an employee's length of service and is accrued as follows:

0 — 5 years = 1 day per month

6 — 10 years = 1¼ days per month

11 — 15 years = 1½ days per month

16 — 20 years = 1 ¾ days per month

Over 20 years = 2 days per month

Vacation leave is approved by your immediate supervisor. For organizational planning, when possible, leave should be requested as far in advance as possible. Vacation leave may not be unreasonably denied.

If you transfer to another state agency without interruption of service to the State, you have options for keeping and/or "cashing in" your unused accumulated vacation time. Contact your HR representative for more information.

Sick Leave

Sick leave credit is earned at the rate of *one day per month regardless of your length of service*.

Sick leave may be used for valid illness, necessary medical or dental care or other disability of the employee or a member of the employee's immediate family which requires the attention of the employee or the presence of the employee.

A medical examination or doctor's certificate may be required on account of use of sick leave for five (5) or more consecutive workdays, or because of repeated absences on days preceding or days following a holiday or weekend.

An employee who transfers to another state agency without interruption of service to the State shall retain their accumulated unused sick leave credits.

Childbearing and Adoption Leave

Leave shall be granted to an employee without salary for a period not to exceed one year inclusive of any period of disability. Employees shall have the option of using accumulated compensating time and vacation leave during such period. Employees shall be allowed to retain insurance benefits at their expense during such a leave.

Family and Medical Leave (FMLA)

The State of Maine is covered by the State and Federal Family and Medical Leave Act laws. In accordance with these laws, eligible State Employees are provided up to twelve (12) weeks of Family and Medical Leave each year. Family and Medical Leave may be used for the birth and first-year care of a child, adoption/foster care placements, a serious health condition of the employee and the serious health condition of a spouse, parent or child of the employee. If the Family and Medical Leave use is based on a serious health condition, the employee must use any accrued sick leave before being placed on unpaid leave. During the unpaid portion of a Family and Medical Leave, the State continues to pay its share of the cost of Health and Dental Insurance. Employees who have or foresee a need to use Family and Medical Leave should contact their HR representative for eligibility and program details.

Bereavement Leave

Employees are allowed bereavement leave with full pay for absences resulting from the death of certain members of the employee's immediate family. Check with your HR representative for more details

Holidays

Employees have the following paid holidays: New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Patriot's Day. Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Friday following Thanksgiving and Christmas Day.

Jury Duty

Employees of the State are entitled to leave with pay when called for jury service. Please contact your HR representative concerning jury service fees.

Military Leave

Employees who are members of the National Guard or other authorized State military or naval forces and those employees who are members of the Army, Air Force, Marines, Coast Guard or Naval Reserve shall be entitled to a leave of absence from their respective duties without loss of pay. They shall accrue sick and annual leave and seniority during periods of annual training not to exceed seventeen (17) calendar days in any federal fiscal year.

Personal Days

Personal Leave Days are authorized for employees in certain employment classifications. Your HR representative can advise you if you are entitled to Personal Leave Days.

Educational Leave

The State of Maine is interested in its employees increasing their knowledge and skills and improving work techniques and procedures.

Educational leave requests are subject to the review and approval of your Department. Contact your HR representative to learn of your department's polices for participation.

Voluntary Employee Incentive Programs

Voluntary Employee Incentive Programs (also known as Voluntary Cost Savings Programs) include Reduced Workweek, Sporadic Leave, Unpaid Leave and Flexible Position Staffing. For more information visit www.maine.gov/bhr and follow the links to Rules & Policies and Policy & Practices Manual www.maine.gov/bhr/rules_policies/policy.htm . You may also contact your HR representative for more information.

SECTION V: HEALTH & SAFETY

As an employer, the State of Maine has the responsibility and is committed to ensuring that employees have a safe and healthy environment in which to carry out their assignments and tasks. The establishment and maintenance of a healthy and injury free environment requires a continuous, concerted effort by all managers, supervisors and employees to address all aspects of health and safety.

More can be accomplished in preventing accidents by involving people from all levels in the workplace in the health and safety effort. As an employee, it is your responsibility, and that of your supervisor, to familiarize yourself with many of the following items:

Health & Safety in Your Workplace

Emergency Procedures

You should be familiar with the location of the nearest fire exit; the evacuation plan for your area (where you are to convene after vacating your building and who you should report to); the telephone number to call and what to do if there is a fire, medical emergency, natural disaster or any other emergency.

Safety Policies, Rules and Regulations

You should be aware of your department's safety policy and its general rules and regulations on safety and the safety rules for your specific job, if any, such as personal protective equipment, industrial hygiene, ergonomics, machine safeguarding and proper use of equipment, handling and storage of materials and housekeeping.

Reporting Accidents, Injuries and Unsafe Conditions

You should know the process for reporting all workplace and work-related injuries and accidents, unsafe conditions and vehicle accidents. You should know whom you should make your report to and the timeline for making the reports.

Video Display Terminal Training (VDT)

Currently, any employee whose primary task is to operate a computer for more than four (4) consecutive hours, exclusive of breaks, on a daily basis is to be provided VDT training. New employees meeting this criteria shall be provided training within their first month of employment. Current employees shall be provided training annually. Training is available through your department. See your supervisor or HR representative.

Living Resources Program (LRP)

Contact:

Living Resources Program

1-844-207-LINK (5465)

www.GuidanceResources.com
(Web ID: LivingME)

Any employee who may be experiencing a problem of this nature is encouraged to seek information and assistance on a confidential basis by contacting the LRP.

LRP services are also available to the employee's family or household members.

The Living Resources Program (formally call Employee Assistance Program EAP) was created with the aim to help State Employees and their families maintain their health and well-being. The State of Maine and the unions representing State Employees recognize that a wide range of problems not directly associated with an employee's work may have an adverse effect on an employee's job performance and health.

The State of Maine LRP offers assistance on a broad range of issues—marital or family discord, illness, financial difficulties, mental or emotional distress, alcohol or drug abuse, legal problems or other concerns. Administrative Leave time (up to five (5) visits) is granted to participate in LRP services. The service will also provide assistance for additional services through Aetna health insurance plan in the event further treatment is needed. Participation in the LRP is on a voluntary basis. Although supervisors, union officials and coworkers may encourage an employee to seek help, the decision to seek and accept assistance is the responsibility of the employee.

Participation in the LRP is strictly confidential. All records and information regarding referral, diagnosis and treatment will be maintained by the LRP and treated as confidential. The program ensures that participant names and the nature of the problem are not available to supervisors, coworkers or anyone else.

The LRP is a service provided at no cost to participants. If an employee is referred by the LRP to other professional services, the LRP will review the health insurance benefit plan to determine what, if any, costs must be assumed by the employee. Every effort will be made to refer employees to the least costly, highest quality resources available.

Workers' Compensation

The Workers' Compensation system exists to assist employees who are injured on the job. The State of Maine Program is a self-insured program. This means that no insurance company is involved.

If you are injured on the job, you must inform your employer within 24 hours. You should be given an 'Employee's Report of Injury' form and the 'Certificate Authorizing Release of Medical, Health Information' by your supervisor. This paperwork should be completed regardless of the severity of the injury—it provides the foundation for your future action for accessing assistance (Worker's Compensation Claims), identifies workplace hazards and ensures that the State of Maine remains in compliance with the Worker's Compensation Board guidelines.

Additional information can be found on the Employee Health & Benefits website (www.maine.gov/deh), or check with your supervisor, your Workers' Compensation designee or HR representative. You may also contact Workers' Compensation at 624-7359.

Workers' Compensation Return to Work Program

Under this program, the State's Return to Work Coordinator and the Workers' Compensation designees work together as a team to find positions in State Government that can be used by injured employees to regain their work capacity, to learn new skills or build on existing skills. The team's ultimate goal is to help injured employees to return to their pre-injury capacity or as close to that capacity as is medically possible. Please refer to Civil Service Bulletin 8.20B for further information.

SECTION VI: COLLECTIVE BARGAINING

Your rights and benefits as an employee of the State of Maine are governed by Civil Service Law, the Civil Service Rules and the collective bargaining agreement for the bargaining unit to which your position may be assigned, in addition to other employment laws that affect all employees in Maine.

For information about services offered by the union, contact your workplace union representative or your Human Resources Representative. A list of HR Representatives can be found on the BHR Website at www.maine.gov/bhr and follow links to Employee Center and Personnel Officers www.maine.gov/bhr/employee_center/personnel.htm

Collective Bargaining

If you are in a classified position assigned to the Administrative Services, Professional & Technical Services, Law Enforcement, Operations, Maintenance and Support Services, Supervisory Services, Maine State Trooper or Institutional Services bargaining units, you are exclusively represented for purposes of collective bargaining by either the Maine State Employees Association (MSEA), the Maine State Troopers Association (MTA), the American Federation of State County and Municipal Employees (AFSCME), or the Maine State Law Enforcement Association (MSLEA). This is true whether or not you become a member of the applicable union.

If you are a classified employee who is excluded from being in a bargaining unit (a 'confidential' employee), your rights and benefits are governed by Civil Service Law and the Civil Service Rules. A Benefits Package for Confidential Employees can be found in the Employee Center on the Bureau of Human Resources website (http://www.maine.gov/bhr/employee_center/index.htm.)

If you are an unclassified employee in a position assigned to a bargaining unit, your benefits are governed by law and the contract for your bargaining unit.

If you are an unclassified 'confidential' employee, your rights and benefits are governed only by law. Should you have any questions about your rights and benefits, contact your Human Resources Representative.

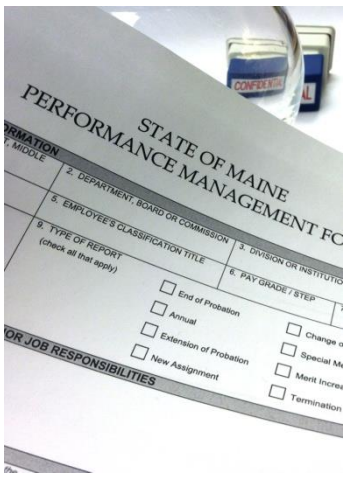
Stone Building, AMHI, Augusta Maine
Maine Historic Preservation Commission

SECTION VII: PERSONNEL POLICIES & PROCEDURES

Performance Management System & Performance Appraisal

The State's performance management and evaluation system is designed to help individuals and units meet their work goals. Feedback on performance is provided on an annual and ongoing basis.

The intent of performance management is to enable all employees to fully understand their job responsibilities and performance expectations, to understand how their contributions help their organization meet its goals and objectives, and to identify employee development needs. Performance management is not an annual event but an ongoing process. There should never be any surprises at the end of a performance rating period as managers provide continual feedback, both formally and informally, throughout the rating period.



Performance management is based on the premise that clarity of what is to be accomplished on the job and the supporting behaviors (to support work performance), plus ongoing support from management will lead to individual and organizational performance improvement.

All employees must receive a performance rating of 'MET EXPECTATIONS' or higher to receive a merit increase. Performance evaluations must be completed for all classified and unclassified employees at the following times:

Prior to completion of a probationary period (additionally, supervisors must review job performance with all new employees after three months of employment)

At least once annually when not serving a probationary period

Within 30 days for all employees who transfer or change raters, providing more than 90 days have elapsed since their last evaluation.

Performance evaluations are based on valid job descriptions, performance expectations, and competencies as described on the State Performance Management Form. Your supervisor keeps a performance file that contains information about your performance during the year. This file serves as an important source of information for the performance evaluation.

Notification of Absenteeism/Tardiness

It is the responsibility of an employee to notify their supervisor in advance if they are going to be absent from or late for work on any given day. In cases where it is impossible to give notice in advance, the supervisor should be notified as soon as possible. A reasonable explanation will always be required for an unexpected absence or lateness. You should be aware of the process for notification of your absence or lateness within your department.

Travel and Expense Procedure

For some employees who travel in the course of their jobs, reasonable and equitable reimbursement of expenses incurred will be provided. To view the Travel Policy, requirements for travel (in-state as well as out-of-state), mileage reimbursement, meals and incidental expenses (MI&E), lodging and travel advances, visit http://www.maine.gov/osc/travel/index.shtml .

SECTION VIII: CIVIL SERVICE SYSTEM

The State Civil Service System governs the selection and advancement of employees within the Executive Branch of Maine State Government. It is based on merit principles without regard to sex, age, race, color, religion, national origin, political affiliation, sexual orientation, and/or physical or mental disability. The State's Civil Service Law may be found in the Maine Revised Statutes Annotated (M.R.S.A.) Title 5, Chapters 65, 67, 68, 69, 71, and 372. (http://www.mainelegislature.org/legis/statutes/5/title5ch0sec0.html)

All positions within the Executive Branch of Maine State Government are classified using the State Classification Plan. Classified competitive and classified direct hire positions fall within civil service requirements. In general, the requirements do not apply to unclassified positions, although certain sections of the Civil Service Law do apply.

Open Competitive Positions

All classified competitive positions are filled from Employment Registers as vacancies in these classifications occur. The Bureau of Human Resources publishes Career Opportunity Bulletins for jobs open to application. These bulletins contain important information about the duties and responsibilities of the job, minimum qualifications required, and the process for placement on the registers. You should review the bulletins for any job title which interests you prior to completing the online application.

Job bulletins and the online application are available on our website: www.maine.gov/bhr .

Placement on an employment or promotional register can be a direct result of how carefully and thoroughly an application is prepared. One application must be completed for each job title of interest and submitted to the Bureau of Human Resources. Visit www.maine.gov/bhr to view and apply.

Eligibility lists called **Employment Registers** are maintained for each classification which has been recruited and consist of all applicants who have met the qualifications required. Register lengths vary from 3-6 months for special recruitment to a maximum of 36 months for some classifications.

The final part of the selection process is a **probationary period** which is used to observe an employee's work closely before gaining permanent status. This is usually six (6) months in duration but may be extended by the appointing authority for up to an additional (6) months.

BHR Website:
www.maine.gov/bhr

- Review open positions
- Apply for jobs
- Information to manage your career in Maine State Government.

Your HR representative can also answer specific questions.

Contact the Bureau of Human Resources if you have any questions: 207-624-7761.

Salary Progression from one step to the next is based on the award of a merit increase. Other salary changes may be the result of a change in classification or an increase in base pay negotiated by labor and management. To learn more about your jobs and salary, see your supervisor or department Human Resources Representative.

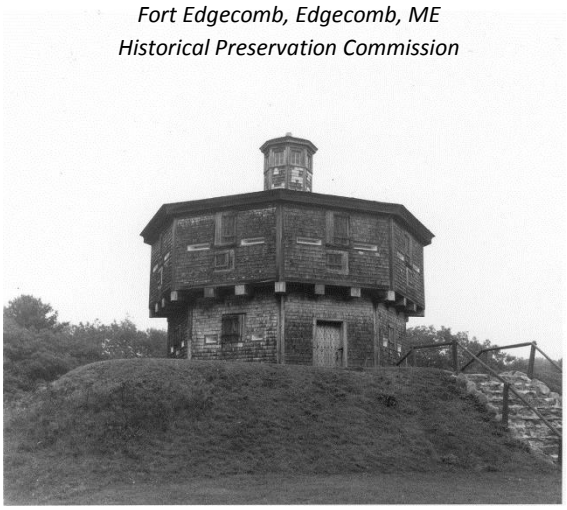
Direct Hire Positions

The recruitment and filling of classified direct hire positions is accomplished by individual departments and agencies on an 'as needed' basis. The applications used for these positions are submitted to the recruiting agency directly. Direct Hire employment applications and instructions can be found at www.maine.gov/bhr.

SECTION IX: LEGAL REQUIREMENTS

Maine State Government is an Equal Employment Opportunity (EEO) employer which means that its employees' civil rights are protected under a variety of state and federal laws. Each agency has an EEO representative who is available to provide technical assistance to both employees and supervisors in the interpretation and application of these laws and to investigate complaints of illegal discrimination. There is also a State EEO Coordinator in the Bureau of Human Resources who has overall responsibility for EEO in the State's civil service system.

Equal Employment Opportunity/Affirmative Action (EEO/AA)



Fort Edgecomb, Edgecomb, ME
Historical Preservation Commission

Each agency in State Government has an Equal Employment Opportunity/Affirmative Action Plan that reflects the circumstances that are unique to that agency. All employees with supervisory responsibility are required to receive training in EEO and harassment. Your department plan is modeled on the Department of Administrative and Financial Services policy which can be viewed at the BHR website (EEO/AA Policy Statement). A copy will be provided to you for review and questions in your agency.

Workplace Harassment

The State of Maine recognizes the dignity of the individual employee and the right of employees to work in an environment which is free of intimidation and harassment. Such intimidation or harassment based on race or color, sex, sexual orientation, physical or mental disability, religion, age, ancestry or national origin, whistleblower activity, previous assertion of a claim or right under the Maine Workers' Compensation Act, or marital status is a violation of State policy. All employees with supervisory responsibility are required to receive training.

All employees are required to attend a Workplace Harassment session within their first year of employment with a refresher every two years. The State of Maine Policy Statement Against Harassment can be found at the BHR website (Policy Statement Against Harassment). Any questions or concerns can be addressed to your HR representative or your EEO Officer.

Domestic Violence and the Workplace

An Executive Order issued in October 2004 ordered that all agencies develop a Domestic Violence policy, review personnel policies to ensure that no victims of Domestic Violence were being discriminated against and provide employees with training to ensure a coordinated response in the workplace. All employees are required to attend a training session. Questions for available training sessions can be directed to your supervisor, your HR representative or the Bureau of Human Resources (www.maine.gov/bhr).

Americans with Disabilities Act

Harlow Building, Augusta, ME

The State of Maine recognizes that all citizens have the right to fully participate in leading productive and active lives without regard to their disabilities, and actively works to ensure compliance with applicable Federal and State requirements governing employment practices. Questions can be directed to your HR representative or the State EEO Coordinator at 287.4651.

Political Activity

Political activities of State Employees in the Executive Branch are regulated by State and/or Federal laws. Generally, State and Federal political activity laws are enacted to prohibit covered State Employees in the Executive Branch from becoming candidates for elective office in a partisan public election while employed by the State, and allow covered State Employees in the Executive Branch the freedom to express and practice their individual political opinions and ideas, subject to limitations.

Classified and unclassified employees of the Executive Branch are subject to Maine's Political Activity Law (Title 5, Section 7056A). This law allows an employee of the Executive Branch to solicit funds for a political purpose as long as that employee does not use the property or facilities of the State for this purpose or misuse his or her position of authority with the State and as long as other stated conflicts of interest and acts of coercion are avoided. Even so, employees may be limited in this activity by the Federal Law that governs the political activity of State and Local Government employees. For further details, please see your HR representative, the law and Civil Service Bulletin 13.1K.

Seat Belt Rule

The State's Seat Belt Rule was promulgated to protect and allow for all State Employees to be safe when in the course of travel, either in a State-owned or non-State owned vehicle, while on business for the State.

Whenever a State Employee operates or rides in a State-owned vehicle or non-State-owned vehicle while on business for the State, that employee shall use the seat belt when the vehicle is in motion. Passengers riding with State Employees on business for the State shall also use the seat belt when the vehicle is in motion. Enforcement of this rule shall be by counseling first, followed by progressive discipline, consistent with the terms of applicable collective bargaining agreements or Personnel Rules.

Smoking Policy

Smoking is prohibited in the public areas of publicly owned buildings. "Public areas" is defined in the law as those areas in which members of the public are allowed. This includes any areas which are open to the public or where the public can reasonably be expected to be present. The prohibition also applies

to any areas contiguous to public areas and which are not fully enclosed, in order to protect people in public areas from smoke coming from other areas. For further details on the smoking policy of your department, see your supervisor or HR representative.

Drug-Free Workplace

While the State of Maine has no intention of intruding into the private lives of State employees, it does retain the right and responsibility to expect each employee to report for work and to perform their duties in a manner which does not jeopardize the health and safety of coworkers and the public. Work performance impaired by alcohol or drugs poses a threat to the well-being of employees and the public. The state recognizes that an employee's consumption of drugs and alcohol, on and/or off the job, can have a detrimental impact in the workplace.

It is the goal of the State of Maine to achieve an alcohol and drug-free work environment. Therefore, any employee who is under the influence of alcohol or illegal drugs or who possesses or consumes alcohol on the job or in the workplace has the potential for disruption of his or her own, as well as coworkers', safe and efficient performance of duties. Such employees shall be subject to disciplinary action up to and including termination of employment.

For further details on the Drug-Free Workplace policy, see your supervisor or view the policy at the BHR website (Drug-Free Workplace Policy).

The State is committed to maintaining a Drug-Free Workplace.

The consumption, sale, possession or impairment due to the consumption of any alcohol or illegal substances in the workplace will not be tolerated.

Employees violating this rule shall be subject to disciplinary action up to and including termination of employment.