

FALL 2020 | Volume 2, Issue 3

YOUR HR CONNECTION

State Of Maine Bureau Of Human Resources



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DIRECTOR'S DESK

Be kind. We see these two words everywhere, but what do they actually mean? Kindness has been defined as caring about others and showing you care. Being kind requires action. Most of us show kindness every day; in many ways. In this time of COVID-19, we all have the opportunity to be kind to our coworkers and their loved ones by maintaining physical distance and wearing a face covering. These simple acts of kindness could save a life.

-Breena Bissell



TELEWORK SURVEY

Coming soon to an email inbox near you: a follow-up to the Workforce Transition Survey HR conducted in May.

Thanks!

...to the **7,182 employees** who completed surveys for the joint Labor and Management study of the Classification and Compensation of the State workforce. The Steering Committee and Segal, our consultant, are now reviewing the data.

Later this fall, a report on telework will be submitted to the Legislature.

Expect a report containing a summary of findings in **early 2021**.

Again, thank you for your participation in Stage 1 of this initiative!

MEET THE DIVISIONS

FIELD SERVICES

HR SERVICE CENTERS:

- > Corrections
- > General Government
- > Health and Human Services
- > Natural Resources
- > Security and Employment

EMPLOYEE HEALTH AND WELLNESS

- > Insurance (health, dental, vision)
- > Deferred Compensation
- > Wellness
- > Living Resources
- > Flexible Spending Accounts
- > Retirement Savings
- > Workers Compensation

COMPLIANCE

- > Labor Relations
- > Civil Service
- > Compensation
- > Classification
- > Equal Employment Opportunity

TALENT MANAGEMENT

- > Talent Acquisition (recruitment)
- > Workforce Development

RESOURCES

BUILD PROFESSIONAL SKILLS

Find a curated collection of [self-serve training opportunities](#) under the ‘**State Employees**’ tab on the Bureau of Human Resources’ website. At present, compilations include working remotely, managing employees remotely, customer service, Office 365, utilizing technology to conduct virtual interviews, and a series of resources from other state agencies.

LIVING RESOURCES

The [Living Resources program](#) provides services to support you through tough times. If you are struggling with something at work or at home, learn more about what is available to you.

How do I access this program?

For a referral to a counselor in your community, call:

1-844-207-5465 | TDD 1-800-697-0353

To find articles, tutorials, and videos on a variety of topics and issues online, visit [GuidanceResources](#). First time users will need to register. To do so, enter **Web ID: LivingME**.

Who is eligible for these services?

Employees, retirees, and household members of someone who works at one of these employers:

- › State of Maine
- › Maine Community College System
- › Maine Public Employees Retirement System (“MainePERS”)
- › Finance Authority of Maine (“FAME”)
- › Maine Maritime Academy
- › Maine Educational Center for the Deaf and Hard of Hearing



SAFE AND SPOOKY

Though some traditional Halloween activities are more likely to spread viruses, enjoy the holiday with safer alternatives. [View the full list of activities on the CDC’s website](#).

LOW RISK

- › Carving pumpkins with your household
- › Putting up decorations in your living space
- › Hosting a virtual costume contest
- › Decorating pumpkins outside and distanced with friends or neighbors

MODERATE RISK

- › Attending an outdoor costume party
- › One way trick-or-treating (*grab-and-go style* with individually wrapped goodie bags)
- › Outdoor haunted forest walk, with a mask; increasing distance if screaming occurs
- › Visiting apple orchards or pumpkin patches

HIGH RISK

- › Traditional trick-or-treating
- › Trunk-or-treat events
- › Indoor costume parties and haunted houses
- › Tractor or hay rides with people outside of your household

Please note: If you may have COVID-19 or you may have been exposed to someone with COVID-19, do not participate in in-person festivities. A costume mask is not a substitute for a cloth mask.

WELLNESS

HEALTHCARE

What is the Health Credit Premium Program?

A voluntary program that provides an incentive to State of Maine employees enrolled in the health insurance plan as a reward for healthy behaviors. A credit of up to 5% is applied to the individual (employee-only portion) health insurance premium.

Although the 2021 Program is not yet ready to launch, it's been announced that a flu shot will be one of the "My Health" options! Plan members who receive a flu shot from September 1st, 2020 – April 30th, 2021 will satisfy the "My Health" option for the upcoming program year.

The Office of Employee Health and Wellness and WellStarME have teamed up with Osco Pharmacy to host flu shot clinics at State of Maine worksites. [View the current schedule of on-site flu clinics online.](#)

NAME CHANGE

Hello Wellness! The Office of Employee Health & Benefits is transitioning to have a new name:

Employee Health & Wellness

COVID-19 TESTING

Maine is expanding its COVID-19 testing capacity. Currently, around 90% of residents can now get tested within thirty minutes of their home.

FIND TESTING LOCATIONS NEAR YOU:

[Keep Maine Healthy](#): testing sites by county

[Get Tested COVID-19](#): national sites by zipcode

[Anthem subscribers](#): website & mobile app



CONGRATULATIONS!

Shonna Poulin-Gutierrez has been promoted to Executive Director of the Office of Employee Health & Wellness. Serving over 32,000 health plan members has provided her an opportunity to focus on benefit strategy and connection to well-being, with a passionate team that provides data-driven wellness approaches. She has over 15 years in the Public Health sector, previously working for community based health focused organizations, and the Maine Center for Disease Control and Prevention.

ENGAGE

WE'RE SOCIAL

Connect with HR online

[@mainebhr](#)



FANTASTIC STAFF FRIDAYS

We highlight State of Maine employees on our social media weekly. Participation in #FantasticStaffFriday is easy; [fill out this form](#) and upload a headshot-esque photo of yourself.

For questions about BHR social media or Fantastic Staff Friday, please contact [Meghan Jellison](#).

INTERN UPDATE

State Government hosted **30** interns through the Margaret Chase Smith Policy Center at the University of Maine. Their programs might have looked different this summer, but the experience is still valuable. Check out their projects on the Center's Facebook page.

Welcoming talented students allows them to contribute to state government and explore future career options while agencies benefit from new ideas, energy, and skills. Updates on the 2021 program coming in January.

The Office of Employee Health & Wellness has a new procedures manual thanks to their intern, Emily.

HIRE-A-VET

100 days
veterans
employers

The 2020 campaign runs until December 25th! New for this year, employers, veterans, and job seekers can attend virtual presentations throughout the 100 days. Topics include:

- > interviewing
- > resume writing
- > veteran resources

Full schedule of events on the Maine Hire-A-Vet website.

WELCOME TO HR!



AMY DUMENY
Public Utilities
Commission



LAURA RYAN
Employee Relations



REBECCA FOSTER
Workers' Compensation



SHEILA ADKINS
Talent Management
Division



PATRICK GREENE
Corrections
Service Center



LORI PAGE
Security & Employment
Service Center



JONI FREDERICKS
General Government
Service Center



DEB PHILLIPS
Security & Employment
Service Center
Welcome back, Deb!