

WINTER 2021 | Volume 3, Issue 1

YOUR HR CONNECTION

State Of Maine Bureau Of Human Resources

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Director's Desk

As we move into a new year and the heart of winter, we embody the Mainer mindset:

“No matter how much falls on us, we keep plowing ahead. That’s the only way to keep the roads clear.”

—Greg Kincaid

Though state employees are full of grit, resilience—like an elastic—is prone to breakage if not taken care of properly. While browsing the helpful information and HR updates in these pages, remember: take a moment to breathe and check in with yourself. Utilize State of Maine resources available for your health and well-being.

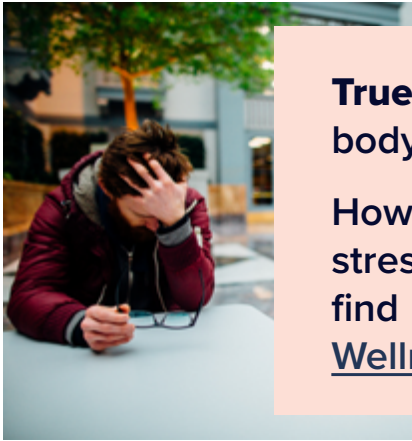
Be well and be kind,

Breena Bissell

Replace your insurance cards

In December, State of Maine health plan members should have received their new medical and pharmacy ID cards from Anthem and Express Scripts in the mail.

These ID cards will be utilized for services starting January 1, 2021.



True or False? Stress is the body's reaction to change.

How well do you cope with stress? Take the quiz and find out more in the [Winter Wellness Toolkit](#).

Our gratitude to you...

The Talent Management Division of BHR sends a huge **THANK YOU** to the 6,800+ employees who participated in the Fall Employee Wellbeing Survey.

The results from the survey are vital in providing data on teleworking, employee engagement, and most importantly, how our workforce is feeling more than 9 months after the start of the COVID-19 pandemic. More results on [page 6](#).

Thank you again for your contributions to the survey and for all you do for the people of Maine!

And speaking of all you do, because of the generosity of the state workforce, we raised over \$562,000 for charity through the 2020 MSECCA Campaign.



2021 Changes

VACATION CARRY-OVER

Taking time to rest and recharge — especially during a time where many have shouldered an increased workload — is essential to an efficient and productive workforce.

All State employees are able to carry vacation time in excess of the typical maximum accrual limits. Maximum limits return in 2022.

FRONTED SICK LEAVE

Likewise, staying home when feeling unwell is critical to keeping our communities safe and healthy. In January 2021, employees will receive a sick leave advance in the amount of sick leave scheduled to earn during 2021. Current terms of usage apply.

COVIDcare LEAVE

Eligible employees may use up to 80 hours of paid COVIDcare administrative leave during the 2021 calendar year. This leave is modeled after the Federal FFCRA program.

Perception of Public Service

“Today’s consumers do not buy just products or services — more and more, their purchase decisions revolve around buying into an idea and an experience.” This means that companies are competing on customer experience, not on their products, price, or any other factor.

Though the State of Maine is a public entity, all state employees share responsibility of selling the experience of working *with* and *for* our organization. Our customers are the Mainers we serve everyday, through interactions with the state workforce. Their experience — whether good or bad — can impact that person’s perception of our organization and their future decisions to do business with us. The ripple effect grows if they share what happened with others.

All of our decisions and actions shape and influence customer and employee experiences. We are all stewards of the reputation and perception of public service. Make it positive.



Internships

The new year means it’s time to consider how a student intern could contribute to your workplace this summer. The 2021 Maine Government Summer Internship Program will accept intern requests from supervisors during the month of February.

This year’s program will run from June 1st through August 20th and should involve one major project and some smaller ones. State agency [information available here](#).



Fantastic Staff Friday

Thank you to ALL of the amazing employees who have participated in Fantastic Staff Fridays!

Want to give a state employee a social media shout-out? It’s quick and easy; [fill out this form](#) and upload a headshot-like photo of yourself.

Contact [Meghan Jellison](#) with questions about BHR social media.



Welcome to Human Resources

Erica Brown | Director of HR Wellness Programs
Employee Health & Wellness

Sheila Adkins | Talent Development Coordinator
Talent Management Division

Gayle Nelson | Human Resources Generalist
Security & Employment Service Center

Olivia Fallon | Human Resources Assistant
Security & Employment Service Center

Workers' Compensation

NEW EMAIL ADDRESS

Workers' Compensation has a new mailbox for all First Report packets. Department Designees should send all packets to the new address:

injuryinfo.wc@maine.gov

COVID-19 CLAIMS

What are the protocols for filing a claim with Workers' Compensation for a positive COVID-19 result?

This [linked document](#) details protocols based on specific situations.

Caring for an elderly or ill relative may lead to caregiver burnout. What are possible symptoms?

- A. Social withdrawal
- B. Depression
- C. Irritability
- D. All of the above

More information in the [Winter Wellness Toolkit](#).



The first 3 people to submit correct answers to both questions will get a shout-out in the next edition of the HR Connection. Send your answers to [Meghan Jellison](#).

CONNECT WITH HR ONLINE

[@mainebhr](#)



WHAT'S NEW IN TALENT MANAGEMENT

Talent Development

There's a new team member: Meet Sheila, Talent Development Coordinator, who joins the State of Maine with more than 20 years of experience in the full talent development cycle—learning strategies, design, delivery, evaluation, coaching, adult learning, and performance improvement.

What is Talent Development? It's building the knowledge, skills, and capabilities of employees and helping them develop and achieve their potential. Talent Development is training, coaching, mentoring, performance support systems, collaborative work practices, building communication and leadership skills, and offering employees opportunities to explore and learn. It's also about creating a work environment where learning and development are prioritized and employees are motivated toward high performance and success.



“What counts in life is not the mere fact that we have lived. It is what difference we have made to the lives of others that will determine the significance of the life we lead.”

–Nelson Mandela

Training Channel on Teams

Confidential staff and members of the Supervisory bargaining unit have a new Teams channel available: the MSG Management Learning Series, which offers quick professional development and training opportunities for managers and supervisors. Current videos include: *Selections in Hiring* as well as *Leading and Managing Remote Teams*. More videos will be available in the future, including *Performance Management*. Please direct questions and training requests for your agency to the [Bureau of Human Resources](#).

(Please note: these videos are not meant to take the place of the required Managing in State Government training series all new managers and supervisors must attend.)

MAINE STATE EMPLOYEE WELLBEING SURVEY

TAKING THE VIRUS SERIOUSLY



77%

agree or strongly agree their coworkers take the virus seriously.

34% stated they are concerned about contracting the virus due to underlying health conditions.



STRESS MANAGEMENT & RESOURCES

65% of employees feel their levels of stress have been manageable in the past few months.

91% of employees are aware they have access to physical health, mental health, and financial and legal wellness resources through the [Living Resources program](#).

ADDITIONAL RESOURCES

[Maine CDC](#)
[DAFS COVID-19](#)

WORK RULES

91%

follow COVID-19 work rules at their agency **100%** of the time.

98% Agree or strongly agree that they are aware of the rules their agency has in place.



KEEPING EMPLOYEES INFORMED

87% agree or strongly agree that their agency keeps them informed on changes to work rules during COVID-19, including responding to questions and addressing concerns.

72% agree or strongly agree they feel comfortable communicating concerns about COVID-19 to leadership, which includes reporting instances of non-compliance in the workplace.

