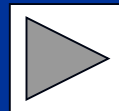


DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

## Bureau of Human Resources



# Maine State Government New Employee Orientation



Click to Begin

# Navigation

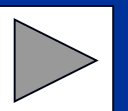
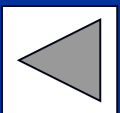
Use the arrows located in the bottom left and right of the screen to move forward and backward through the presentation.

Links to Policy and to important Websites are provided throughout the presentation.

A link is identified by **yellow underlined text**. *You may need to right click on the link then select open.*

After visiting a link use the “back” button on your browser to navigate back to the presentation.

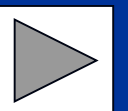
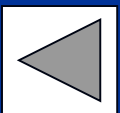
It is important to complete the presentation and submit the Certificate of Completion to your HR representative.



# Welcome

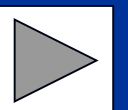
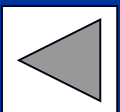
Congratulations on your new position and welcome to Maine State Government! As a new employee of the State of Maine, you join many dedicated individuals who have chosen to serve the citizens of the State of Maine through a career in public service. State Employees provide valuable and important services that impact the quality of the lives of citizens across this great state.

The following information is provided to assist you in becoming familiar with the benefits and services available to you as a state employee. Your department's Human Resource representative can provide additional information and/or answer questions you may have regarding your benefits.



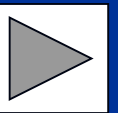
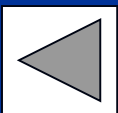
# Table of Contents

- Government Summary
- Organizational Chart
- Employee Benefits
- Types of Leave
- Payroll System/Reimbursements
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- Performance Management
- Policy & Procedures
- Collective Bargaining
- Appendix A





# Government Summary



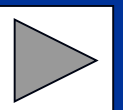
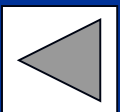
# Maine State Government Organizational Summary

The Maine State Constitution created Maine's 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).

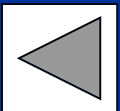
**The Executive Branch:** The Executive Branch is responsible for the execution of the laws created by the Legislature and is headed by the Governor. The Governor is elected every four years and no individual may serve more than two consecutive terms in this office.

**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.

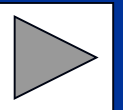
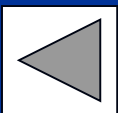
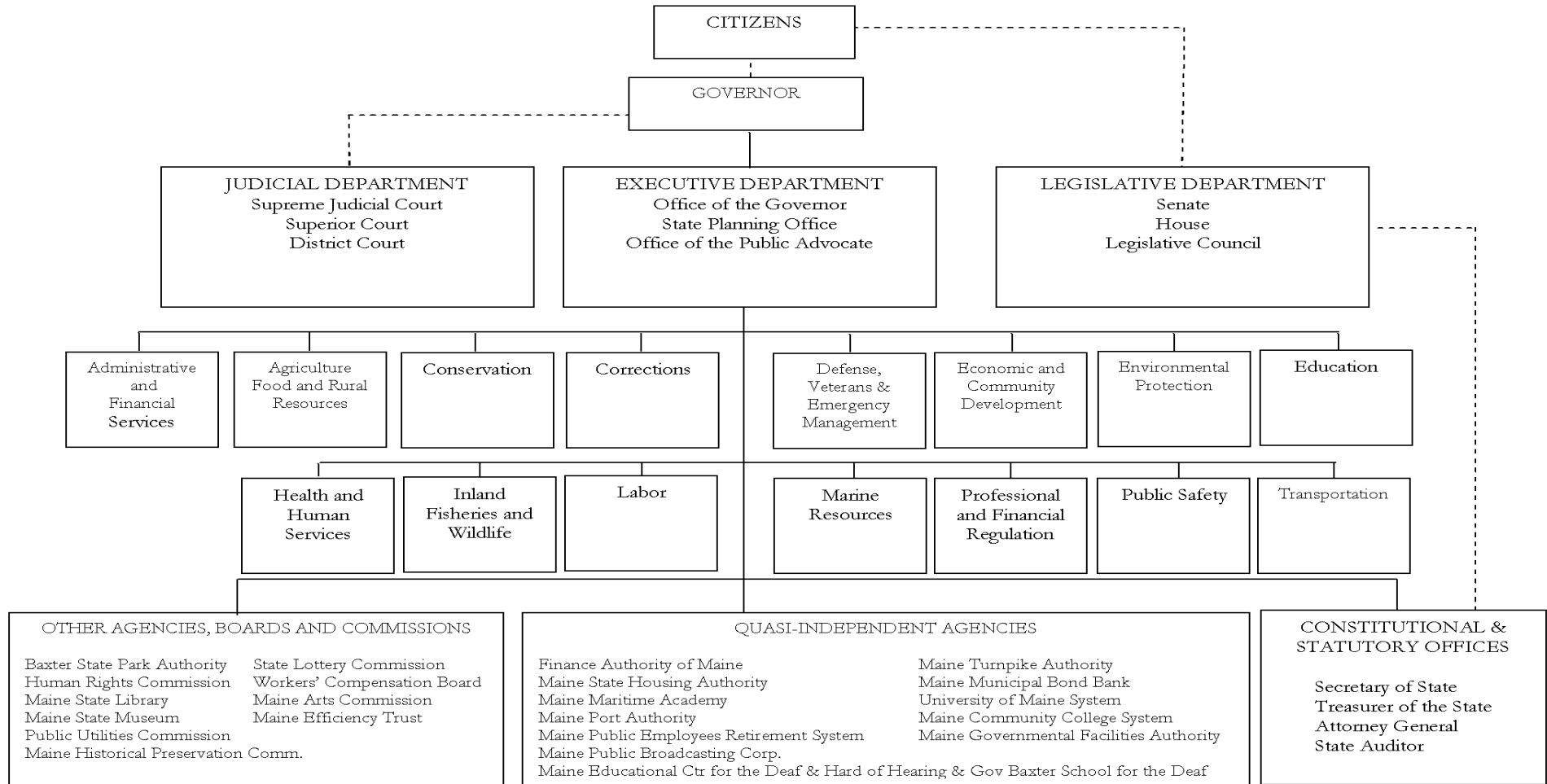
**The Legislative Branch:** The Legislative Branch is responsible for making the laws and is made up of the Senate and the House of Representatives. The Senate has between 31 and 35 members who are elected every two years, and the House has 151 members who are also elected every two years.



# Organizational Chart

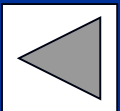


# Organizational Chart





# Employee Benefits



# Employee Benefits

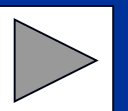
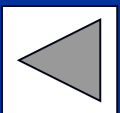
## IMPORTANT TO KNOW:

Please pay particular attention to the deadlines for enrollment given for some of the benefits. There are some time limits on enrollment as well as possible waiting periods for benefits to become active.

As a new employee, your Health , Dental and vision insurances become 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)

If you do not elect a benefit at time of hire, changes can only be made during annual open enrollment period (annual enrollment for health insurance is in May/June for a July 1st effective date), or when there is a change in a life event. Annual open enrollment notices are sent by email and regular mail to employees' home addresses.



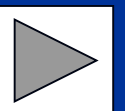
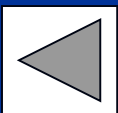
# Life Events/Family Status Change

There are certain life events or family status changes that may allow an employee to enroll themselves and dependents, delete dependents, add dependents or cancel their contract outside of the Annual Enrollment Period. Requests must be received within 60 days of the event or status change. The effective date of the change will be the first of the month following receipt of the application in and required documentation the Division of Employee Health and Benefits or following the event or status change, whichever is later.

Examples Include:

- Marriage
- Divorce
- Birth
- Adoption

This is only a partial listing of the events that qualify. You must submit an application and required documentation to your agency Human Resources Office and the Division of Employee Health and Benefits within 60 days of the change.

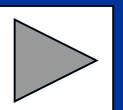
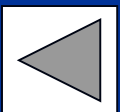


# Health Coverage

**Health Coverage** - The State of Maine Health Plan provided medical and prescription drug coverage. The medical coverage is administered by Anthem Blue Cross and Blue Shield and Express Scripts, Inc. is the pharmacy benefit manager. Family members eligible for insurance benefits include spouse/domestic partner, children to age 26 years, and domestic partner children to age 26 years.

- Applications and required documentation must be received by Employee Health and Benefits within 60 days of hire. It is recommended that you send your completed application to Human Resources within one week of your hire date.
- If the paperwork is not received within 60 days of hire, you must wait for open enrollment.
- Make a copy of your submitted paperwork for your records.
- If you wish to opt out of the health insurance, complete the application form and select “decline” in section 5a.

For additional information visit: [Division of Employee Health and Benefits](#)  
[Active Employee Health Insurance Rates](#)

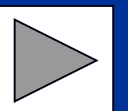
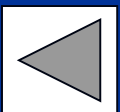


# Dental Coverage

Dental Coverage - The State's Dental insurance is provided by Northeast Delta Dental.

- Dental coverage is provided at no cost to employees who are full time.
- Coverage begins on the first of the month following one month of completed employment.
- Open enrollment occurs in May/June for a July 1st effective date.

For additional information visit: [Division of Employee Health and Benefits, Dental Insurance](#)

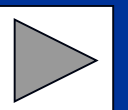
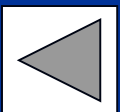


# Vision Coverage

Vision Care is a voluntary vision plan you must apply for separately. Blue View Vision offers savings on frames, lenses or contact lenses with choices of network optometrists, ophthalmologists, opticians and retail providers.

- Your Blue View Vision plan is not linked to your State of Maine Health plan; these are two entirely separate benefit plans.
- Applications and supporting documentation for Blue View Vision insurance must be received by Employee Health & Benefits within 60 days of hire.
- Open enrollment for Blue View Vision insurance is May/June for a July 1st coverage date.

For additional information visit: [Division of Employee Health and Benefits, Vision Insurance](#)

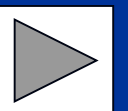
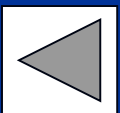


# Retirement (MainePERS)

**Retirement** - The Maine Public Employees Retirement System (MainePERS) was established to administer certain benefits that are available to employees of the State of Maine who are members of the MainePERS.

These benefits include:

- Service retirement benefits, which provide income to a member after the member retires;
- Disability retirement benefits, which provide income to a member who becomes disabled (as defined by the MainePERS law) while in service and before the member retires;
- Death benefits, which are paid to a member's designated beneficiary (or family or estate, if no designation has been made) if the member dies before he/she retires. (The designated beneficiary is the person or persons a member has named to receive a benefit in such circumstances).

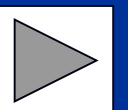
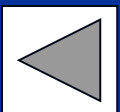


# Retirement (MainePERS)

As a member of the MainePERS, you contribute, along with the State of Maine, to both retirement and life insurance benefits.

- State employees participate in a pension plan and are not covered by Social Security.
- If you have contributed to Social Security while working for other employers, participation in the Maine State Retirement System may affect your Social Security retirement benefit. Contact your local Social Security office for more information on how State employment may affect your Social Security retirement benefit.
- All employees, except certain appointed officials, are required to join the MainePERS.
- New employees contribute 1.45% of their pay to Medicare and may receive Medicare when eligible.
- Contact your HR representative concerning your MainePERS plan type.

For additional information visit: [Maine Public Employees Retirement System](#)  
[Social Security Protection Act](#)





# Life Insurance

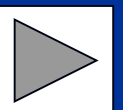
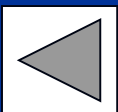
**Life Insurance** - The State Group Life Insurance Program allows eligible state employees *who have just been hired* to acquire group life insurance for themselves and their qualifying dependents without having to show evidence of insurability. This program, administered by the MainePERS, provides up to three types of life insurance coverage: basic, supplemental, and dependent.

- The State provides life insurance coverage for all permanent employees equal to their annual gross income.
- Employees must enroll within the first 31 days of hire.
- Enrollment after 31 days, may be subject to evidence of insurability.

Other coverage options are available:

- Coverage for up to 4 times your annual salary
- Life insurance for your spouse and dependents

For additional information visit: **[Group Life Insurance](#)**



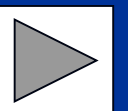
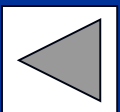
# Video Display Terminal Operators Reimbursement

**Video Display Terminal (VDT) Operators Reimbursement** - If you spend 80% or more of your work time on a computer, you may be reimbursed for a comprehensive eye exam and a portion of the cost of glasses or contact lenses.

- The VDT reimbursement benefit, Aetna Health insurance coverage, and Blue View Vision insurance are separate benefits and require separate application processes.

For reimbursement rates, refer to your applicable collective bargaining agreement:

- MSEA – Administrative; Operations, Maintenance & Support; Professional & Technical; and Supervisory
- MSTA – Maine State Troopers Association
- AFSCME – American Federation of State, County and Municipal Employees
- MSLEA – Maine State Law Enforcement Association
- Confidential-Confidential Benefits Package



# Deferred Compensation

**Deferred Compensation** - Deferred Compensation Plans (IRS Section 457b) 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.

- You, the employee, would go online to [www.MaineSaves457.com](http://www.MaineSaves457.com) or work with an approved financial services vendor.
- You may enroll at any time.
- IRS deferral limits for 2017 are \$18,000-\$36,000

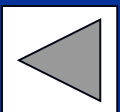
Approved providers:

[MassMutual](#)

[Valic](#)

[Voya](#)

For additional information visit: [www.MaineSaves457.com](http://www.MaineSaves457.com)



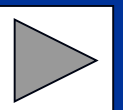
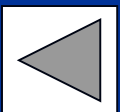
# Flexible Spending Account

**Flexible Spending Account Plan** - Flexible spending accounts allow you to have pre-tax funds deducted from your bi-weekly paycheck to pay for either out-of-pocket medical expenses and/or dependent/elder care expenses.

Annual Limits: Dependent Care/day care Accounts FSA is \$5,000 (2,500.00 if married, filing separately) and Medical Account FSA have a \$5,000.00 annual limit.

- There is a minimal pre-tax administration fee;
- Benefits become effective on the first of the month after one month of employment; and
- There is a 500.00 carryover to the subsequent plan year
- Open enrollment occurs in November for a January 1<sup>st</sup> effective date.
- Changes may be made with a qualifying “life events”

For additional information visit: [Flexible Spending Accounts](#).



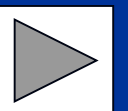
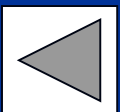
# Wellness

**State of Maine Wellness** - The State of Maine provides many programs to foster the health of its employees.

- The Wellness Centers in Augusta and Bangor provide free, well-appointed gyms for State of Maine Employees and their Spouses, and State of Maine Retirees and their Spouses.
- Gym Membership Reimbursement Program
  - Reimbursed up to \$40/month for a qualifying gym membership fee
  - Minimum of 8 gym visits/month is required
  - Reimbursement is considered taxable income per the IRS.
- WellStarME:

A no-cost, online wellness program For employees and covered spouses or domestic partners enrolled in The State of Maine Health Plan. You can track important health numbers (e.g. blood pressure) and link to low or no cost resources such as the National Diabetes Prevention Program and tobacco cessation resources.

Visit [www.WellStarME.org](http://www.WellStarME.org) to register.



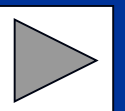
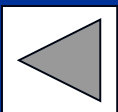
# Employee Assistance Program

**Living Resources Program**- Personal issues, planning for life events or simply managing daily life can affect your work, health and family. Your Living Resources Program (formally known as Employee Assistance Program or EAP) provides support, resources and information for personal and work-life issues. 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.

- The LRP is a service provided at no cost to participants.
- Administrative Leave time (up to five (5) visits per year) is granted to participate in LRP services.
- 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.

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.

For additional information visit: [Living Resources Program](#)





# Vacation

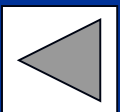
**Vacation** - A state employee may earn vacation with pay on the following basis: An employee who is in pay status for five (5) or more work days or forty (40) hours for each completed two week pay period shall earn their biweekly accruals on the following basis:

- 0 — 5 years = 3.7 hours
- 6 — 10 years = 4.7 hours
- 11 — 15 years = 5.6 hours
- 16 — 20 years = 6.5 hours
- Over 20 years = 7.4 hours

Part time Employees earn hours on a pro-rated basis.

**Vacation time can only be taken with advanced supervisory approval**

Employees with less than fifteen (15) years of continuous State service shall be entitled to accumulate two hundred forty (240) hours of unused vacation leave. Employees with fifteen (15) years or more of continuous State service shall be entitled to accumulate three hundred twenty (320) hours of unused vacation leave. Maximum accumulated hours may vary according to bargaining unit agreement, contact your HR representative or payroll section with questions.

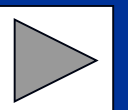
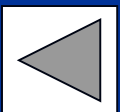


# Sick Leave

**Sick Leave** - The paid sick leave accrual rate for full-time employees, regardless of length of service, is 8 hours for each completed full month of service.

- For part-time employees, *the accrual rate is prorated* in proportion to their authorized part-time hours. For example, a 20-hour employee would accrue sick leave at 4 hours per month.
- Sick leave may be used for personal illness, illness of an immediate family member, and medical/dental appointments.

**Contact your agency HR representative or Payroll section for additional information concerning bi-weekly accruals.**





# Holiday

**Holiday** - In order to receive holiday compensation, employees must be in pay status on the normal workday immediately preceding and the normal workday immediately following the day and date on which the holiday is observed.

## 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

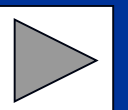
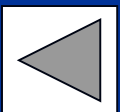
Columbus Day

Veterans' Day

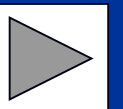
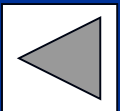
Thanksgiving Day

Friday following Thanksgiving

Christmas Day



# Types of Leave

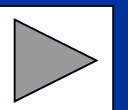
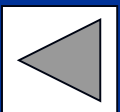


# Family and Medical Leave

**Family and Medical Leave** - 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. Family and Medical Leave may be used for serious injury or illness of covered servicemember for military family leave and for qualifying exigency for military family leave.

- 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 should contact their HR representative or agency EEO Coordinator for eligibility and program details.
- Full-time employees who have worked 12 months (2080 hours) are eligible to apply for Family and Medical Leave.
- Part-time employees who have worked a total of 2080 hours are eligible to apply for Family and Medical Leave.



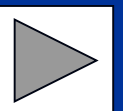
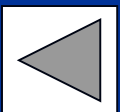
# Military Leave

**Military Leave** - State employees must be granted military leave to enter military service or participate in training, whether voluntarily or involuntarily, in peacetime or in wartime. The type and duration of military duty will determine whether the employee remains in pay status.

**Military Leave with pay** - Employees (including employees who hold acting capacity and project appointments) are allowed up to 17 work days in each calendar year without loss of pay or benefits when engaged in any form of military duty.

**Military Leave without pay** - When military service exceeds the 17 work days authorized for military leave with pay, the employee will be placed on unpaid military leave. Employees may use, but are not required to use, accrued vacation, compensatory, or personal leave when entering unpaid military service. Provisions for the optional use of accrued vacation, compensatory, or personal leave also apply to employees who are called to active state duty by the Governor.

For more information visit: [Military Leave, Merit Increases](#)  
[Military Leave, Probationary Periods](#)

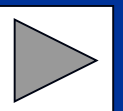
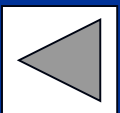


# Other Leaves

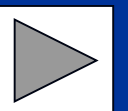
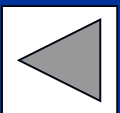
**Bereavement Leave** - State Employees are entitled to bereavement leave with pay for absences resulting from the death of certain family and household members. The number of days/hours allowed varies depending on the employee's relationship to the deceased as well as the collective bargaining agreement covering the employee's position. Contact your HR representative for additional information or refer to the applicable collective bargaining agreement.

**Personal Leave** - The various bargaining agreements and state policy provide for paid Personal Leave days for certain state employees.

**Jury Duty** - Employees of the State are entitled to leave with pay when called for jury duty. Contact your HR representative or payroll section with questions.



# Payroll System/Compensation



# Payroll

## Time and Attendance Management System (TAMS)

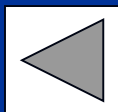
**Maine State Time and Attendance Management System (MS-TAMS)** - This system has been designed to allow you to track your time and provide you with information about your pay and benefits in an easy-to-read format. Using your assigned MS-TAMS identification number, you can access your information to update you address, deductions, direct deposits, and to review your earnings at any time.

- Your time must be approved by your supervisor.
- Personal and vacation time can only be used with advance supervisory approval.
- Sick time may be used for the employee's illness or disability, necessary medical or dental care, for the illness or disability of a member of the employee's immediate family that requires the attention or presence of the employee.

**Some agencies utilize specialized payroll systems, contact your agency HR representative or Payroll section for additional information.**

For additional information visit:

**[Maine State – Time and Attendance Management System](#)**



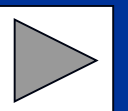
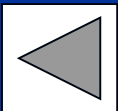
# Employee Self-Service

**Employee Self Service**- Employee Self-Service (ESS) is a program which allows employees to have control over updating their personal information. All State of Maine employees have access to ESS from the State's intranet site using your MS-TAMS login and password.

For additional information visit:

[ESS FAQ](#)

[My Pay](#)





# Direct Deposit

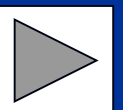
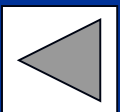
**Direct Deposit** - The State requires that all employees use Direct Deposit. It is the safest way to get your pay into your financial institution without having to worry about lost, stolen, or damaged checks.

It is possible to direct one's pay into as many as four different banks and up to four different accounts among those four banks.

- Two of the accounts may be savings accounts and two may be checking accounts.
- You may specify either a specific amount or a percent of your pay go 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.

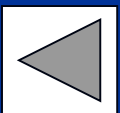


# Expense Reimbursement

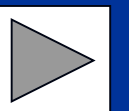
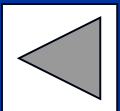
**Travel and Expense Procedures** - For some employees who travel in the course of their jobs, reasonable and equitable reimbursement of expenses incurred will be provided.

**Mileage Reimbursement** - If you use your personal vehicle for work related travel, you can be reimbursed for the mileage.

For additional information visit: [Travel](#), [Mileage Allowance](#).



# Employee Health and Safety



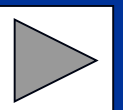
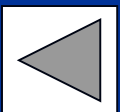
# Employee Health and Safety

**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. Training is available through your department.

**Ergonomics** - This policy applies to all state employees who work with computers, at a computer workstation, with related office equipment, and at other jobs involving repetitive motion tasks. Ergonomics is the science of adapting the work environment to fit the needs of the worker.

**Work Station Assessments** - Every employee should be scheduled to receive a work station assessment upon hire, when moving from one office to another, or if the employee is uncomfortable at their work station.

**Contact your supervisor or HR representative for more information.**



# Workers Compensation

Workers Compensation - The Workers' Compensation system exists to assist employees who are injured on the job.

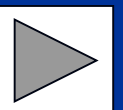
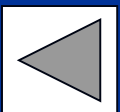
- If you are injured on the job, you must inform your employer within 24 hours.
- You will be given an 'Employee's Report of Injury' form and the 'Certificate Authorizing Release of Medical, Health Information' by your supervisor.

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.

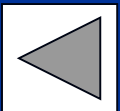
For additional information visit:

[Maine Workers' Compensation](#)

[Office of Worker's Compensation](#)



# Performance Management System

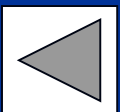


# Performance Management System

**Performance Management System** - 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 ongoing support and feedback both formally and informally.

- Performance expectations for your position are provided to you by your supervisor.
- Performance expectations should be in writing, measurable, ongoing, clear, and focused on major tasks.

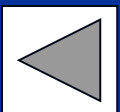


# Performance Evaluation Cycle

Expectations and performance are reviewed as followed:

- **3-Month Evaluation** - Identifies employee's progress toward successfully completing probation.
- **New hires and probationary evaluation at 6 months** - Upon completion of 6 months service, new hires, promotional classified and unclassified probationary employees must be awarded permanent status or have their probation extended using the standard performance management form. The recommendation to award permanent status or to extend must be made by the rater, concurred with by the reviewer and appointing authority. New performance management documenting satisfactory progress are required ten days prior to the end of any approved extension.
- **Annual Performance Evaluation/Merit Increases** - Due annually on the date of hire or date of last promotion. Feedback on performance is provided on an annual and ongoing basis.

For additional information visit: [Civil Service Bulletin 10.4C](#)

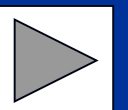
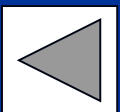




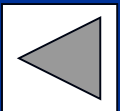
# Notification of Absenteeism/Tardiness

As a State of Maine Employee it is your responsibility to notify your supervisor in advance if you 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, your 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.



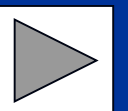
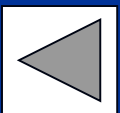
# Policy and Procedures



# Equal Employment Opportunity/ Affirmative Action (EEO/AA)

Equal Employment Opportunity/Affirmative Action (EEO/AA) - Maine State Government is an 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.

Contact your agency HR representative, or EEO Coordinator for additional information.

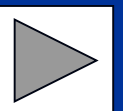
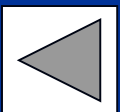


# Americans with Disabilities Act (ADA)

[Americans with Disabilities Act](#) - 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 may be directed to your HR representative, agency EEO Coordinator or the State EEO Coordinator.

For additional information visit: [Americans with Disabilities Act \(ADA\)](#)



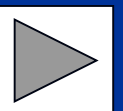
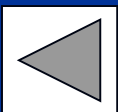
# Policy Statement Against Harassment

Policy Statement Against 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.

Because such harassment seriously undermines the integrity of the work place and adversely affects employee morale, it is unacceptable and will not be tolerated. In addition, it is considered grounds for disciplinary action up to and including discharge.

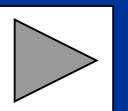
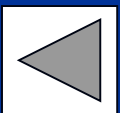
Harassment based on race or color, sex, sexual orientation, physical or mental disability, religion, age, ancestry or national origin, whistleblower activity or previous assertion of a claim or right under the Maine Workers' Compensation Act may also constitute illegal employment discrimination.



# Email Usage and Management Policy

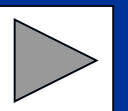
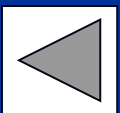
Email Usage and Management Policy - It is the policy of Maine State Government that email is used for internal and external communications that serve legitimate state government functions and purposes.

- Any personal use must be of an incidental nature and not interfere with business activities.
- Personal use must not involve solicitation, must not be associated with any outside business activity or personal gain, must not be libelous or defamatory, must not violate the State of Maine Policy on Employee Harassment, must not potentially embarrass the State of Maine, its residents, its taxpayers, or its employees or be used for any unlawful purpose.
- Copyright restrictions and regulations shall be observed. The information communicated over agency email systems is subject to the same laws, regulations, policies, and other requirements as information communicated in other written forms and formats and is not to be utilized for political purposes.



# Domestic Violence and the Workplace

**Domestic Violence and the Workplace** - An Executive Order issued by the Governor 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.

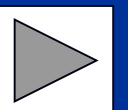
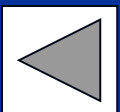


# Seat Belt Rule

**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.





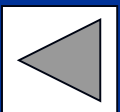
# Political Activity

**Political Activity** - Political activities of State Employees in the Executive Branch are regulated by State and/or Federal laws.

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.

Employees may be limited in this activity by the Federal Law that governs the political activity of State and Local Government employees.

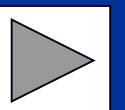
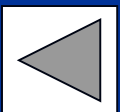


# Smoking Policy

**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.

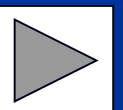
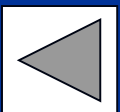
The prohibition also applies to any areas contiguous to public areas and which are not fully enclosed, in order to protect people in public areas from smoke coming from other areas.



# Drug-Free Workplace

**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.
- Any employee who is under the influence of alcohol or illegal drugs or who possesses illegal drugs 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.



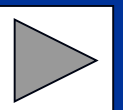
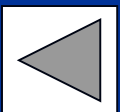
# Confidentiality

**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.

- 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.
- Unauthorized disclosure of confidential information may lead to penalties and discipline, up to and including dismissal.

For additional information visit:

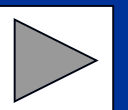
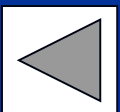
[Human Resource Components of Security Protocols \(section 1.1.3\)](#)



# Conflict of Interest/Accepting Gifts

Conflict of Interest/Accepting Gifts - 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).
- If you are ever in doubt concerning an activity at work or away from work, you should contact your supervisor, department head or HR Representative for advice.



# Collective Bargaining

Bargaining Contracts - 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 has been assigned, in addition to other employment laws that affect all employees in Maine.

For information concerning which bargaining unit your classification is associated with or services offered by the union contact your workplace union representative or your HR Representative.

For additional information visit:

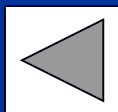
**MSEA - Administrative, Operations, Maintenance & Support, Professional & Technical, and Supervisory-** 207-622-3151/1-800-452-8794

**MSTA – Maine State Troopers Association-** 207-622-2277

**AFSCME – American Federation of State, County and Municipal Employees-**  
207-622-6191

**MSLEA – Maine State Law Enforcement Association-**

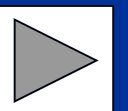
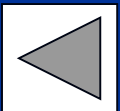
**Confidential**



# Appendix A

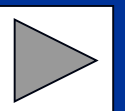
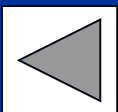
## List of Links From Presentation

- [Human Resources](#)
- [Employee Health and Benefits](#)
- [Health Coverage](#)
- [Division of Employee Health and Benefits](#)
- [Active Employee Health Insurance Rates](#)
- [Pharmacy Benefit](#)
- [Vision Care](#)
- [Dental Coverage](#)
- [Health Credit Premium Program](#)
- [Retirement](#)
- [Maine Public Employees Retirement System](#)
- [Social Security Protection Act](#)
- [Life Insurance](#)
- [Group Life Insurance](#)
- [Video Display Terminal Operators \(VDT Reimbursement\)](#)
- [MSEA - Administrative, Operations, Maintenance & Support, Professional & Technical, and Supervisory](#)
- [MSTA – Maine State Troopers Association](#)
- [AFSCME – American Federation of State, County and Municipal Employees](#)
- [MSLEA – Maine State Law Enforcement Association Confidential](#)
- [Deferred Compensation](#)



# Appendix A

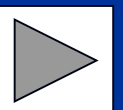
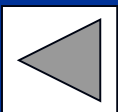
- [MassMutual](#)
- [Valic](#)
- [Voya](#)
- [Deferred Compensation 457b Plan](#)
- [Flexible Spending Account Plan](#)
- [Flexible Spending Accounts](#)
- [Healthy Directions](#)
- [Wellness Centers](#)
- [State of Maine Employees and their Spouses](#)
- [State of Maine Retirees and their Spouses.](#)
- [Long Term Care Insurance](#)
- [Living Resources Program](#) (formerly EAP)
- [Vacation](#)
- [Sick Leave](#)
- [Holiday](#)
- [Family and Medial Leave](#)
- [Military](#)
- [Military Leave, Merit Increases](#)
- [Military Leave, Probationary Periods](#)
- [Bereavement](#)
- [Personal Leave](#)
- [Maine State Time and Attendance Management System \(MS-TAMS\)](#)
- [Maine State – Time and Attendance Management System](#)
- [Employee Self Service Program](#)
- [Employee Self Service Frequently Asked Questions \(FAQ\)](#)
- [Direct Deposit](#)





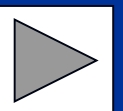
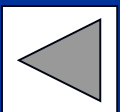
# Appendix A

- Travel
- Mileage Allowance
- Ergonomics
- Maine Workers' Compensation
- Performance Management System
- Civil Service Bulletin 10.4C
- Equal Employment Opportunity/Affirmative Action (EEO/AA)
- Americans with Disabilities Act
- Americans with Disabilities Act (ADA)
- Policy Statement Against Harassment
- Email Usage and Management Policy
- State of Maine Policy on Employee Harassment
- Domestic Violence and the Workplace
- Policy Statement Against Harassment
- Political Activity
- Smoking Policy
- Drug-Free Workplace
- Confidentiality
- Human Resource Components of Security Protocols (section 1.1.3)
- Conflict of Interest/Accepting Gifts
- State of Maine Employee Handbook
- Directory of Benefits



# Need to Review Content?

- Government Summary
- Organizational Chart
- Employee Benefits
- Types of Leave
- Payroll System
- Performance Management
- Policy & Procedures
- Collective Bargaining
- Appendix A



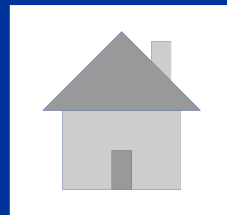
# Get Credit

This ends the **New Employee Orientation Presentation**.

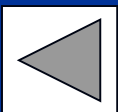
It is **important** that you receive credit for this self-guided orientation.  
Please click on the following link to submit a completion form:

[New Employee Orientation Certificate of Completion](#)

If you need further information or assistance contact your HR Representative.



**Restart Presentation**



End Presentation

