

MAINE STATE GOVERNMENT
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF HUMAN RESOURCES

NEW EMPLOYEE ORIENTATION



Navigation

1

Moving Through Slides

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

2

Accessing Links

Links will be in yellow with 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.

3

Completion

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

Congratulations and welcome!

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 by providing valuable and important services that greatly impact the lives of Maine citizens.

The following information is shared to inform you of 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
- Policy & Procedures
- Collective Bargaining.
- Appendix A

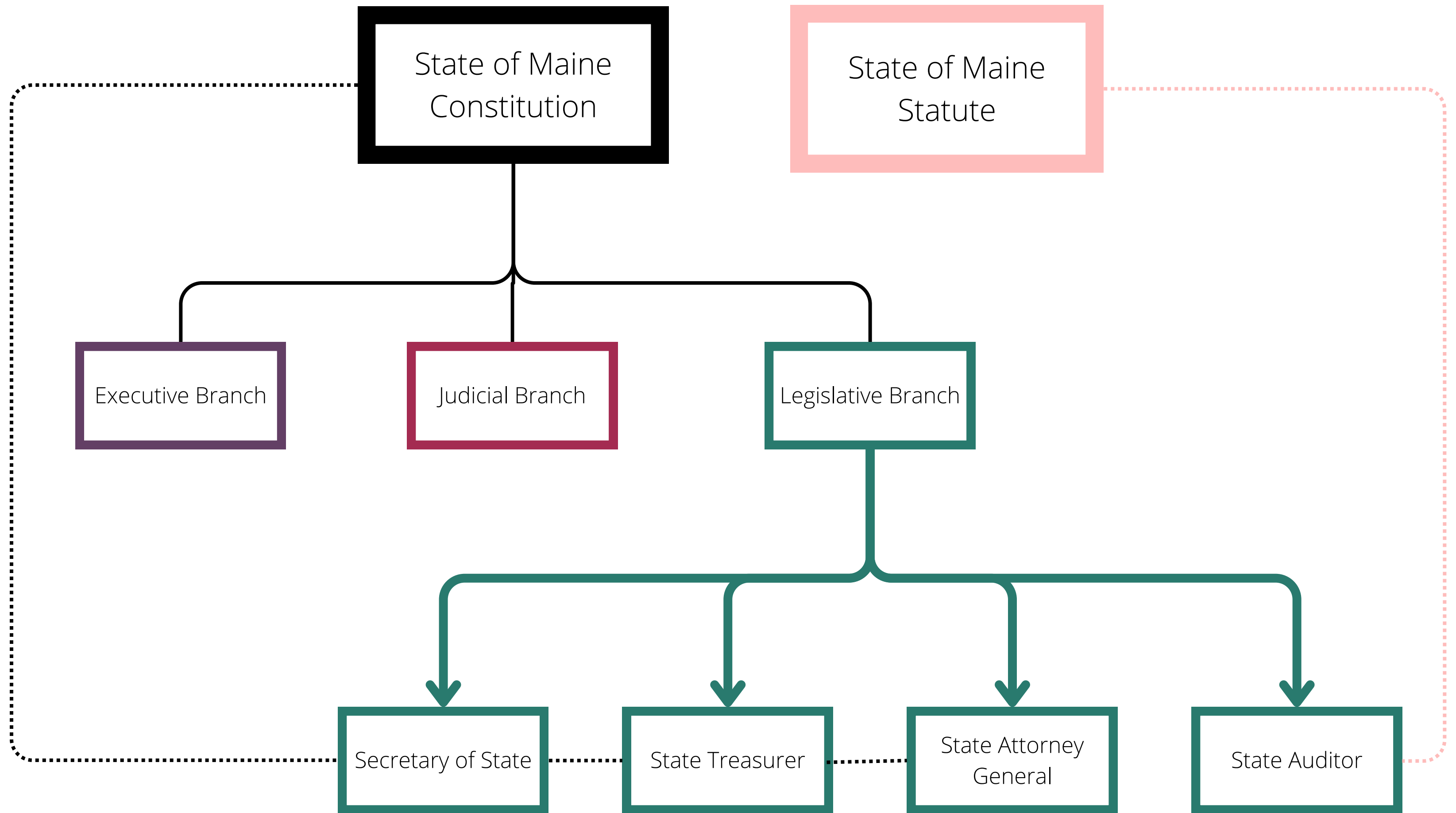




Government Summary

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 4 Legislation Based Officers: the Secretary of State, the State Treasurer, and the State Attorney General (as created by the constitution), and the State Auditor (as written in later statute). See the next slide for a visual representation of this!



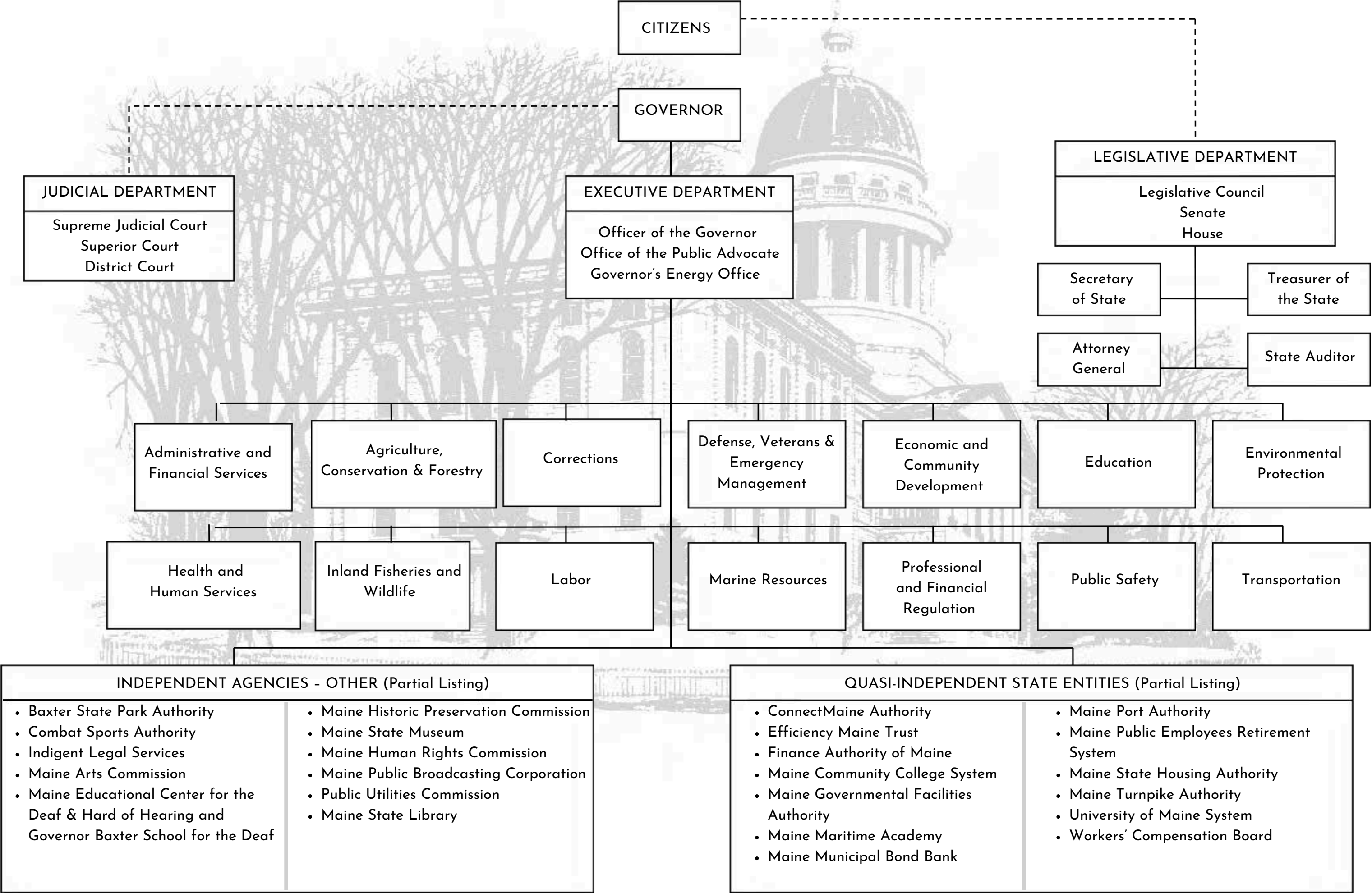
THE THREE BRANCHES OF MAINE STATE GOVERNMENT

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 up to 35 members who are elected every two years, and the House has 151 members who are also elected every two years.

ORGANIZATIONAL CHART OF MAINE STATE GOVERNMENT



EMPLOYEE STATUSES

Collective Bargaining Employees: Since the State of Maine is a public employer, most employees are considered public employees under Title 26 Section 979, which is the statute defining which employees are able to be part of a union. All employees are considered public employees in other spaces. As part of this employee status, many of the State's employees are covered by a collective bargaining agreement (CBA) with their union, which helps determine key policies, benefits, and working conditions.

Confidential Employees: Some employees are not eligible to be part of a CBA due to legal exceptions relating to their job duties or employment types. These are called confidential employees, and there are two types of employees within this category. Employees who are appointed to their positions based on statute are confidential employees but often do not follow the same benefits packages and salary guidelines of other confidential employees. The second (and larger) category of confidential employees are those who have confidential access to matters subject to the CBAs, or to the creating and implementing the CBA policies. There are a number of other exceptions outlined in statute, but these are the most commonly occurring examples.

For more information please visit: [Title 26 Section 979.](#)

BARGAINING UNITS – MAINE SERVICE EMPLOYEES UNION (MSEA)

Administrative Services (MSEA): Includes employees engaged in clerical, recordkeeping, and administrative support responsibilities.

Professional/Technical Services (MSEA): Includes employees engaged in performing professional, analytical, scientific, or technical functions requiring specialized technical or professional training or licensing, and classifications engaged in the planning and control of management programs.

Supervisory Services (MSEA): Includes employees whose primary function is the performance of supervisory duties but excludes employees placed in one of the other units whose performance of such functions is merely incidental to other duties.

Operation/Maintenance (MSEA): Includes employees engaged in craft or unskilled work in construction, maintenance or the repairing and servicing of equipment and buildings, and related support services, and those engaged in operating other equipment and vehicles.

BARGAINING UNITS - SINGLE BARGAINING UNITS

Institutional Services - American Federation of State, County and Municipal Employees (AFSCME): Includes employees engaged in providing direct care, paramedical, recreational and related support services for persons confined to institutions for rehabilitation and treatment.

Law Enforcement - Maine State Law Enforcement Association (MSLEA): Includes employees engaged in law enforcement activities and providing services for public safety and protection (except those in the State Police Trooper job series).

State Police - Maine State Troopers Association (MSTA): Includes those employees in positions in the State Police Trooper job series, excluding State Police Lieutenant and Captain, who are responsible for the safeguarding of the Constitutional rights, liberty and security of Maine Citizens by enforcing the motor vehicle and criminal statutes of Maine.

Maine State Law Enforcement Supervisors/Fraternal Order of Police (MSLES/FOP): Includes Maine State Law Enforcement supervisors

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, unless you are a confidential or appointed employee, your collective bargaining agreement for the bargaining unit to which your position has been assigned. This is 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 more information:

- **Maine Service Employee Association (MSEA) - Administrative Unit**
- **Maine Service Employee Association (MSEA) - Operations, Maintenance & Support Unit**
- **Maine Service Employee Association (MSEA) - Professional & Technical Unit**
- **Maine Service Employee Association (MSEA) - Supervisory Unit**
- **Maine State Troopers Association (MSTA) - State Police Unit**
- **American Federation of State, County and Municipal Employees (AFSCME)**
- **Maine State Law Enforcement Association (MSLEA)**
- **Fraternal Order of Police (FOP) - Maine State Law Enforcement Supervisors**

A serene sunset scene over a calm lake. The sky is filled with soft, colorful clouds in shades of purple, pink, and blue. The water reflects the colors of the sky. In the foreground, the wooden hull of a boat is visible, resting on a dark, rocky shore. The overall mood is peaceful and contemplative.

Employee Benefits

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 the Office of Employee Health, Wellness, and Workers' Compensation 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 Office of Employee Health and Wellness 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 Office of Employee Health, Wellness, and Workers' Compensation 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 Wellness 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: [Office of Employee Health, Wellness, and Workers' Compensation](#)
[Active Employee Health Insurance Premium 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: Office of Employee Health, Wellness, and Workers' Compensation

VISION COVERAGE

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 & Wellness 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: **Office of Employee Health, Wellness, and Workers' Compensation**

RETIREMENT

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 Fairness Act FAQ](#)

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 Law - 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, Anthem Blue Cross and Blue Shield 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:

- Maine Service Employee Association (MSEA) - Administrative Unit
- Maine Service Employee Association (MSEA) - Operations, Maintenance & Support Unit
- Maine Service Employee Association (MSEA) - Professional & Technical Unit
- Maine Service Employee Association (MSEA) - Supervisory Unit
- Maine State Troopers Association (MSTA) - State Police Unit
- American Federation of State, County and Municipal Employees (AFSCME)
- Maine State Law Enforcement Association (MSLEA)
- Fraternal Order of Police (FOP) - Maine State Law Enforcement Supervisors
- Confidential Benefits Package

VOLUNTARY RETIREMENT SAVINGS PLAN

MaineSaves - 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 work with an approved financial services vendor.
- You may enroll at any time.
- For IRS deferral limits visit the IRS' site for more information **Section 457b**.

Approved providers:

- **Corebridge**
- **Empower**
- **Voya**

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 \$2,750 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 1st effective date.
- Changes may be made with a qualifying "life events"

For additional information visit: **Flexible Spending Accounts**

OTHER WELLNESS BENEFITS

State of Maine Wellness - The State of Maine provides many programs to foster the health of its employees. Below are a few highlights in addition to what has already been mentioned in previous slides.

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.

Health Premium Credit Program

- The health premium credit of up to 5% is applied to the individual (employee only portion) health insurance premium to incentivize certain appointments for wellness maintenance.
- Interested individuals complete 3 easy steps on a yearly basis to be eligible for this program.

LIVING RESOURCES PROGRAM

Living Resources Program (LRP)- The Living Resources Program (LRP) is the State Employee Assistance Program. We know 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: **Living Resources (WebID: Living ME)**.

VACATION LEAVE

Vacation - A full-time State employee may earn vacation with pay for each completed month of service at the following monthly accrual rate:

- 0 through 5 years - 10 hours
- 6 through 10 years - 11 hours
- 11 through 15 years - 12 hours
- 16 through 20 years - 14 hours
- 20+ years - 16 hours

Part-time State employees earn hours on a pro-rated basis. Special circumstances apply for intermittent, non-status, acting capacity, and project employees eligibilitys eligibility. All eligible employees must receive advanced supervisory approval in order to utilize their vacation leave.

Maximum accumulated hours may vary according to yours bargaining unit agreement. Contact your HR representative or payroll section with questions.

(PAID) SICK LEAVE

Paid 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.
- Special circumstances apply for intermittent, non-status, acting capacity , and project employees eligibility

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.

STATE HOLIDAYS (PART 1)

Holiday Pay - 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.

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Patriots' Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous Peoples' Day
- Veterans' Day
- Thanksgiving Day and the Friday following Thanksgiving
- Christmas Day

STATE HOLIDAYS (PART 2)

Holiday Pay Details and Exceptions - Any legal holiday falling on a Saturday is observed on the preceding Friday. Any legal holiday falling on a Sunday is observed on the following Monday.

In order to receive holiday compensation, employees must be in pay status on the normal workday immediately preceding AND following the day and date on which the holiday is observed. Employees who are on unpaid leave of absence are not entitled to holiday compensation except in a few special circumstances. Part-time employees' eligibility is dependent on agency policy, please contact your HR representative for more details. Acting capacity appointees do not receive holiday pay until the completion of 90 days in an acting capacity appointment. Project appointees do not receive any form of holiday compensation.

The State of Maine prohibits discrimination on the basis of religion and is committed to providing a work environment that is respectful of the religious beliefs of all employees and applicants for employment. As part of this commitment, the State recognizes the necessity of making reasonable accommodations to meet the religious needs of employees and prospective employees, whenever such accommodation does not result in an undue hardship upon the employing state agency.

For additional information: [Religious Accommodation Policy](#).

An aerial photograph of a coastal town. In the foreground, a tall, red brick tower with a white dome on top stands out. The town is filled with various buildings, including houses and larger structures. A body of water is visible in the background, with a small island or peninsula in the distance. The sky is clear and blue.

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, an employee recovering from organ donation for a human organ transplant, and the serious health condition of a spouse, parent, sibling or child of the employee or their domestic partner.

Full-time and part-time employees who have worked 12 months are eligible to apply for Family and Medical Leave. Seasonal employees who have worked 12 months combined between seasons are eligible to apply for Family and Medical Leave (If a season is 4 months, the employee would be eligible to apply at the start of their 4th season). Special circumstances apply for intermittent, non-status, acting capacity , and project employees' eligibility.

For more information visit: [FML Policy PDF](#)

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: **Merit Increases**, **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.

Parental Leave - The State of Maine recognizes paid parental leave as one of the most important benefits for any working parent. All employees who are welcoming a child—including fathers and adoptive parents—receive six weeks of fully paid parental leave. Please refer to your collective bargaining agreement (confidential employees should refer to their benefits package) for more information.

The background image shows a coastal scene. In the distance, a white lighthouse with a black lantern room stands on a rocky outcrop. The sky is a clear, deep blue. In the foreground, several bicycles are parked on a gravelly path. A blue bicycle is prominent on the left, and a yellow one is on the right. A woven basket is attached to the front of the yellow bicycle. The overall scene is bright and scenic.

Payroll System/ Compensation

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.

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: State Administrative and Accounting Manual

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 (Workers' Compensation Claims), identifies workplace hazards, and ensures that the State of Maine remains in compliance with the Workers' Compensation Board guidelines.

For additional information visit: Maine Workers' Compensation, Office of Employee Health, Wellness, and Workers' Compensation

PERFORMANCE MANAGEMENT SYSTEM

Performance Management System - Maine law requires that State employees be evaluated at least annually. 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.

For more information visit: Civil Service Bulletin 10.4c

PERFORMANCE EVALUATION SCHEDULE

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 more information visit: [Civil Service Bulletin 9.2, 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

NON-DISCRIMINATION IN EMPLOYMENT POLICY

Non-Discrimination Policy - The State of Maine is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices. The State of Maine will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately. Employment actions will be based on the principles of equal employment opportunity. Discrimination based on a protected class or protected activity is illegal and will not be tolerated by the State of Maine.

For more information visit: **Human Resources Policy and Practices Manual Section 3**

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) Information from the Bureau of Rehabilitation Services**

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, marital status and all other protected classes and protected activities as established in section III of this policy, is a violation of State policy.

Because such harassment seriously undermines the integrity of the workplace 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.

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.

State employees shall not use the State's technology resources to forward or otherwise broadcast mass communications that are not work-related, or solicitations for causes unrelated to the State's business, no matter how worthy the cause may be perceived to be.

POLICY AGAINST FAMILY AND INTIMATE PARTNER VIOLENCE, SEXUAL ASSAULT, AND STALKING IN THE WORKPLACE

Policy Against Family and Intimate Partner Violence (Domestic Violence), Sexual Assault, and Stalking in the Workplace - The State of Maine is committed to promoting the health and safety of its employees. In keeping with the State's objective to serve as a model employer, the State's commitment includes addressing the issues of family and intimate partner violence, sexual assault, and stalking and reducing their impact on the workplace.

This policy is a resource for employees to provide guidance and education so they can take a proactive and informed approach in supporting survivors of family and intimate partner violence, sexual assault, and/or stalking, and also in addressing the actions of perpetrators in the workplace.

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 a 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 Activities - 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 that 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.

Different agencies and departments may have designated locations where smoking is allowed.

DRUG FREE WORKPLACE

Drug-Free Workplace Policy - The State of Maine retains the right 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 co-workers and the public. Work performance while under the influence of alcohol or drugs, both legal and illegal, poses a threat to the well-being of employees and the public. Further, the State recognizes that an employee's consumption of drugs and alcohol, both on and off the job, can have a detrimental impact in the workplace. It is the policy of the State of Maine to maintain an alcohol and drug-free work environment.

Employees, contractors, and job applicants are strictly prohibited from possessing alcohol and/or drugs while operating any State vehicle, while operating a personal vehicle on State business, during working hours, while present on State premises, while representing the State, or while conducting State-related work offsite.

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.

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.

REVIEW CONTENT?

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

Don't forget to print and share your certificate with HR, certificate available on the last page, following the appendix

APPENDIX A

Government Summary:

Maine State Constitution | Maine Legislature

Office of the Attorney General

Office of the Secretary of State

Office of the State Auditor

Office of the State Treasurer

Union Agreements and Confidential Employee Benefits

American Federation of State, County and Municipal Employees (AFSCME)

Confidential - Confidential Benefits Package

Fraternal Order of Police (FOP) - Maine State Law Enforcement Supervisors

Maine Service Employee Association (MSEA) - Administrative Unit

Maine Service Employee Association (MSEA) - Operations, Maintenance & Support Unit

Maine Service Employee Association (MSEA) - Professional & Technical Unit

Maine Service Employee Association (MSEA) - Supervisory Unit

Maine State Law Enforcement Association (MSLEA)

Maine State Troopers Association (MSTA) - State Police Unit

Title 26 Section 979

Employee Benefits:

Computer/VDT Operator Eye Exam and Lens

Reimbursement Form

Confidential Benefits Package

Corebridge

Dental Coverage Benefits

Empower

Flexible Spending Account Benefit

Flexible Spending Account Policy

Group Life Insurance Policy

Gym Membership Reimbursement Program

Health Coverage Benefits

Health Premium Credit Program

Holiday Pay Policy

Human Resources Contacts

APPENDIX A

[Living Resources Program \(LRP\)](#)

[Living Resources \(WebID: Living ME\)](#)

[MainePERS](#)

[MainePERS Group Life Insurance Information](#)

[MaineSaves](#)

[Office of Employee Health, Wellness, and Workers'](#)

[Compensation](#)

[Paid Sick Leave Policy](#)

[Religious Accommodation Policy](#)

[Retirement Policy](#)

[Social Security Fairness Act FAQ](#)

[State Health Plan Premium Rates](#)

[State of Maine Wellness](#)

[Vacation Leave Policy](#)

[Video Display Terminal \(VDT\) Operators Law](#)

[Vision Coverage Benefits](#)

[Voya](#)

[Types of Leave](#)

[Bereavement Leave](#)

[Family and Medical Leave Policies](#)

[Family and Medical Leave Policy PDF](#)

[Maine State Time and Attendance Management System \(MS-TAMS\)](#)

[Military Leave - Policy on Merit Increases](#)

[Military Leave - Policy on Probationary Periods](#)

[Military Leave Policy](#)

[Personal Leave](#)

[Payroll/Compensation](#)

[Civil Service Bulletin 10.4c](#)

[Civil Service Bulletin 9.2](#)

[Ergonomics](#)

[Maine Workers' Compensation](#)

[Mileage Reimbursement](#)

[Performance Management System Policy](#)

[State Administrative and Accounting Manual](#)

[Travel and Expense Procedures](#)

[Video Display Terminal Training \(VDT\)](#)

[Workers' Compensation](#)

APPENDIX A

Policy and Procedures

Americans with Disabilities Act Civil Service Bulletin 8-19

Bargaining Contracts

Drug-Free Workplace Policy

Email Usage and Management Policy

Human Resources Policy and Practices Manual

Non-Discrimination Policy

Policy Against Family and Intimate Partner Violence (Domestic Violence), Sexual Assault,
and Stalking in the Workplace

Policy on Confidentiality

Policy on Conflict of Interest/Accepting Gifts

Policy on Political Activities

Policy Statement Against Harassment

Smoking Policy

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.