

Hello everyone!

Thank you for your continued efforts for Maine's citizens.

Below, please find some new (well, new from this format) information and some reminders, in similar style to the email sent [in April](#).

### New Information

- Here is a [State of Maine Employee Guide](#) with guidelines all employees must follow. Please be sure to check it out and refer to it at home and at work. It includes the important message STAY HOME if you are sick; provides a self-monitoring daily checklist; reminds us to wear face coverings and maintain distance; and more. Thank you for following the work rules and guidance to ensure the health and safety of all employees.
- The Eastside Wellness Center in Augusta and the Bangor Wellness Center have closed effective June 30. We had to consider the significant operating costs for these centers, the approaching end date of the current vendor contract, and the COVID-related changes that would need to be made. The wellbeing of our workforce remains a priority. As a reminder, the State offers several wellness options for employees and retirees. The [gym reimbursement program](#) has restarted effective July 1; Anthem [health and fitness discounts](#) are available for plan participants; and there is a [Silver Sneakers](#) program for retirees. You can find more information about these programs on the [Employee Health & Benefits website](#).
- Many Maine employees, like employees across the nation, are victims of a scheme targeting state unemployment program funds. The scheme includes the filing of fraudulent unemployment claims using stolen personal data. This is our personal information that has been hacked from any number of sources that lives on the "dark web." This is a complex criminal scheme; this is not a hack of our state systems. DAFS and the Department of Labor have established a notification process for state government employees who are impacted by this scam. As DOL becomes aware of a state employee falling victim to a fraudulent claim, they will inform the Bureau of Human Resources, who will in turn contact the employee to provide information and links to resources that help protect your identity. If you believe you may have had a false unemployment claim filed using your identity, please immediately contact your [Bureau of Human Resources](#)

professional and the Maine Department of Labor at:  
<https://www.maine.gov/unemployment/idtheft/>.

- To minimize the spread of the coronavirus, there's more to consider when traveling across state borders. Here is an FAQ issued by Maine DHHS on the "[standing order](#)" regarding COVID-19 testing.
- Please don't bring your own cleaning products into the office. If there is a specific workspace that needs additional cleaning, please let your Building Contact know; PMD will make every effort to accommodate requests. An agency may order approved disinfectant wipes and hand sanitizer (as well as masks and gloves) through the Division of Procurement Services.
- Because of service changes caused by the pandemic, the State will allow Flexible Spending Account (FSA) participants to change their annual election amounts from July 6 through August 15, 2020. Changes will become effective as soon as administratively feasible (there may be a lag based on election change timing). FSA members are not allowed to decrease their annual elections below what they've been reimbursed but have not yet paid in payroll deductions. Members wishing to change their FSA elections should email [info.benefits@maine.gov](mailto:info.benefits@maine.gov).
- 7,150 state employees completed the Transition Survey (thank you!). Here's some information about fuel emissions and [miles traveled](#) we've saved by working from home. To view the survey summary, click [here](#).

#### As a Reminder

- Work with your supervisor to determine the best time to attend one of the MS Teams training events listed below to learn more about the **Classification and Compensation Study** and how to complete a job description questionnaire ("JDQ"). Find more information about this study in the Statewide email I sent out on [July 1](#). In addition, FAQ (Frequently Asked Questions) and a recorded presentation will be posted at this Intranet site: <http://inet.state.me.us/dafs/class-comp-study/index.html>. If you require an accommodation for either the presentation or the JDQ, please reach out to the EEO Coordinator in your [human resource office](#).

Monday July 13: 1:30 pm – 3:00

pm: <https://tinyurl.com/yd6bbv2m>

Tuesday July 14: 9:00 am – 10:30

am: <https://tinyurl.com/y7r7xybb>

Tuesday July 14: 2:00 pm – 3:30 pm: <https://tinyurl.com/y8444vrz>

- Vacation accrual maximums have been temporarily increased for all bargaining unit employees through December 31, 2020. The new temporary accrual maximums **do not** adjust the contractual maximum amount of vacation that can be paid out to an employee upon termination – those remain unchanged. The temporary maximums are through December 31, 2020. In January 2021, we revert back to the maximums in the applicable contracts, and time over the maximum will be lost.
- As of June 26, 53 percent of Maine people have self-responded to the [2020 census](#)! Nearly 39 percent of those people took the census online. If you know people who haven't completed it yet, remind them: It's Safe, It's Easy, and It's Important!
- The Health Premium Credit Program deadline for this year's Program is extended to September 30, 2020. <https://www.maine.gov/bhr/oeh/benefits/health-premium-credit>
- Always remember to wash your hands, maintain physical distancing, and wear your face covering in and out of the workplace.
- Statewide COVID-19 information may be found on the Governor's website: <https://www.maine.gov/covid19/>
- For state employee-specific links and updates: <https://www.maine.gov/dafs/covid-19>

Thank you for all you do!

Sincerely,

Kirsten LC Figueroa, Commissioner  
Dept. of Administrative and Financial Services