UNIVERSITY OF MAINE SYSTEM
HUMAN RESOURCES SERVICES GUIDE
16 Central Street, Bangor, Maine 04401

Director’s Office
973-3370  Fax:  973-3209
Tracy Bigney, Chief Human Resources and Organization Development Officer (973-3234)
Sally Dobres, Associate Director of Human Resources and Director of Equity & Diversity (973-3372)
Meg Smith, Administrative Specialist (973-3370)

Employee Development  Employee Recognition  Employment Policies and Practices
Internal Consultant:
Conflict Management
Organizational Development
Performance Issues
Performance Management
Workplace Violence

Compensation and Benefits
973-3378  Fax:  973-3384
Thomas Hopkins, Director of Compensation and Benefits (973-3388)

Compensation
www.maine.edu/system/hr/perman.php
Noah Lundy, Labor Relations Coordinator (973-3376)
Larry Pile, Compensation Analyst (973-3378)
Jean Brown, Administrative Specialist (973-3386)

Employee Reclassification  Job Classification Program (hourly)  Job Descriptions  PDQ (Position Description Questionnaire)  Salary Equity
SECCP (Salaried Employees Classification and Compensation Program)
HECCP (Hourly Employees Classification and Compensation Program)

Employee Benefits Center, 973-3373 or (866) 269-9635 or FAX 561-3454
benefits@maine.edu, www.maine.edu/benefits

Benefits Enrollment  Open Enrollment

www.maine.edu/system/hr/bene.php
Patricia Buttery, Administrative Specialist (973-3325)
Mary Callaway, Administrative Specialist (973-3318)
Tony Richard, Director of Employee Benefits (973-3379)
Suzanne Roy, Coordinator of System-Wide Health Improvement (228-8151)
April Strowbridge, Senior Benefits Analyst (973-3374)
Kawika Thompson, Manager of Health Improvement (778-7083)
Mary Whitney, Administrative Specialist (973-3382)
Tammy York, Employee Benefits Specialist and Supervisor (973-3329)

Advantage Accounts  Benefits Enrollment  COBRA Insurance  Dental Insurance  Health Insurance  Life Insurance
Retirement Counseling  Retirement Plans  Short/Long Term Disability  Tax Sheltering  TIAA-CREF and Other Retirement Plans  Wellness Programs

Information Systems (MaineStreet/PeopleSoft)
Rachel Rosa, Human Resources Information Specialist (973-3381)
April Strowbridge, Senior Benefits Analyst (973-3374)
Susan Apgar, System Payroll Manager (973-3321)

Data Requests  Employee Statistics
Mailing Labels  MaineStreet/PeopleSoft

Updated September 2013
Compensation and Benefits – Payroll (con’t)

Payroll
Fax: 973-3349
www.maine.edu/system/hr/payroll.php
You may contact the payroll department by calling 973-3320 or email swspayroll@maine.edu

Susan Apgar, System Payroll Manager (973-3321)
Jan Bennett, System Payroll Specialist II
Amber Frisch, System Payroll Specialist I

Address Changes       Payroll Schedules
Direct Deposit        Payroll Related PeopleSoft Inquires
Non Resident Tax Issues   Time & Labor Training
Paycheck Inquires     Tax Withholding
Payroll Deductions   W-2s

Equal Opportunity/Affirmative Action
973-3372 Fax: 973-3209
Sally Dobres, Associate Director of Human Resources and Director of Equity & Diversity (973-3372)
Brenda Haskell, Investigations Coordinator (973-3225 - Bangor & 621-3548 – Augusta)
Meg Smith, Administrative Specialist (973-3370)

Accommodations for a Disability
Affirmative Action
Discrimination and Harassment Complaints
Diversity

Labor Relations
973-3386 Fax: 973-3384
www.maine.edu/system/lr/labor_relations.php
Mark Schmelz, Director of Labor Relations (973-3375)
Noah Lundy, Labor Relations Coordinator (973-3376)
Jean Brown, Administrative Specialist (973-3386)

Bargaining Unit Status      Grievances
Collective Bargaining       Labor Relations
Contract Interpretation     Performance Management
Employee Performance Issues   Progressive Discipline
Grievance Consultation       Seniority Listings

Services for System Office Employees and Supervisors
Sally Dobres, Associate Director of Human Resources & Director of Equity and Diversity
(973-3372) Fax: 973-3209
Kitty Armstrong, Human Resources Coordinator (973-3369)
Leyton Sewell, Hiring and Recruitment Specialist (973-3222)
Meg Smith, Administrative Specialist (973-3370)

Appointment Letters   Performance Assessment
Benefits               Personnel Files
Employee Development   Recruitment
Employee Orientation   Search Policy and Procedures
Employee Reclassifications (Hourly)   Temporary Employment
Employment Verification   Tuition Waivers
Immigration            Unemployment Compensation
Job Descriptions       Workers’ Compensation
Leaves

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