**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)
Kay Saucier, Administrative Assistant II (973-3370)
Employee Development
Employee Recognition
Employment Policies and Practices
Internal Consultant:
Conflict Management
Employee Performance Issues
Organizational Development
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
Scott Harrison, HECCP Project Leader (973-3293)
Larry Pile, Human Resources Coordinator (973-3378)
Amanda Dunham, Administrative Assistant II (973-3386)
Employee Reclassification
Job Classification Program (hourly)
Job Descriptions
PDQ (Position Description Questionnaire)
Salary Equity
SECCP (Salaried Employees Classification and Compensation Program)

**Employee Benefits**
www.maine.edu/system/hr/bene.php
Kenneth Loomis, Employee Benefits Specialist (973-3380)
Tony Richard, Director of Employee Benefits (973-3379)
Suzanne Roy, Manager of Healthy USM Employee Wellness Program (228-8151)
April Strowbridge, Benefits Administration Coordinator (973-3374)
Kawika Thompson, Manager of Health Improvement (778-7083)
Mary Whitney, Employee Benefits Assistant (973-3382)
Advantage Accounts
Benefits Enrollment
COBRA Insurances
Dental Insurance
Health Insurance
Life Insurance
Retirement Counseling
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, Benefits Administration Coordinator (973-3374)
Susan Apgar, Payroll/Time & Labor (973-3321)
Data Requests
Employee Statistics
Mailing Labels
MaineStreet/PeopleSoft

**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
Pat Gardiner, Records Technician I
Tammy York, System Payroll Specialist
Compensation and Benefits – Payroll (con’t)

Address Changes
Direct Deposit
Earned Income Credit
Non Resident Tax Issues
Paycheck Inquires
Payroll Deductions
Payroll Schedules
Payroll Related PeopleSoft Inquires
Payroll Time & Labor Training
Tax Withholding
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)
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
Frank Gerry, Director of Labor Relations (973-3375)
Anna O’Connell, Labor Relations Coordinator (973-3376)
Amanda Dunham, Administrative Assistant II (973-3386)

Bargaining Unit Status
Collective Bargaining
Contract Interpretation
Employee Performance Issues
Grievance Consultation
Grievances
Labor Relations
Performance Management
Progressive Discipline
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)
Kay Saucier, Administrative Assistant II (973-3370)

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