

**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)

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)

Jodi Day-Kura, *Administrative Assistant II* (973-3377)

Natalie DiValerio, *Administrative Assistant I* (973-3377)

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)

April Strowbridge, *Benefits Administration Coordinator* (973-3374)

Kawika Thompson, *Manager of Health Improvement* (778-7083)

Mary Whitney, *Administrative Assistant II* (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)

Ann Flood, *Human Resources Coordinator* (973-3371)

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

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

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

HR Internet/Intranet Sites

Diane Gilmour, *Staff Assistant for Human Resources* (621-3344)

HR Publications (Brochures, handbooks on policy & guidelines)

Diane Gilmour, *Staff Assistant for Human Resources* (621-3344)

Labor Relations

973-3386 Fax: 973-3384

www.maine.edu/system/lr/labor_relations.php

Frank Gerry, *Director of Labor Relations* (973-3375)

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

Kathleen “Kitty” Armstrong, *Human Resources Coordinator* (973-3369)

Jodi Day-Kura, *Administrative Assistant II* (973-3377)

Natalie DiValerio, *Administrative Assistant I* (973-3377)

Appointment Letters

Benefits

Employee Development

Employee Orientation

Employment Verification

Immigration

Leaves

Performance Assessment

Personnel Files

Recruitment

Search Policy and Procedures

Temporary Employment

Tuition Waivers

Unemployment Compensation

Workers’ Compensation